

2015-2016 Comprehensive Program Review Form and Instructions
ACADEMIC AFFAIRS
San José City College

INSTRUCTIONS:

What follows is a form outlining what should be addressed in the Comprehensive Program Review self-study. Additional issues and information may be included, as appropriate for your program. When identifying and analyzing trends, data should be examined for the period since the last program review, which is typically the last four years. The document should be written so that it is clear to external reviewers (members of the Academic Senate, College Planning Council, and Finance Committee) who may not be familiar with special terms and acronyms.

The purposes of a program review are improvement, alignment with established objectives, and planning for the future. The program review process provides opportunities for programs to review their accomplishments, examine their strengths and weaknesses, and develop plans through which improvements can be achieved. Program review conclusions and recommendations will be used in department, division, College, and strategic planning processes as well.

While the guidelines may be adapted to meet the needs of a particular program, they should be followed as closely as possible. The Office of Research and Institutional Effectiveness, the SJCC Research Analyst or the Division Dean can assist the department in locating much of the quantitative information and data needed.

Descriptions and data are important in order for readers to understand the Program Review conclusions and recommendations. It is essential that careful analysis be provided in order to extract the maximum value from the process. This includes not only an examination of trends from the past to present but projections into the future. Since this is a process for self-improvement, it is encouraged that the Program Review delves into the important future challenges and opportunities for the program and takes advantage of both self-reflection and dialogue among administrators, faculty and staff.

A word of caution is in order regarding solving problems or making improvements exclusively with the use of new resources. Program review is not an opportunity to list what the program can do only if the funds become available. It is expected that many solutions and improvements can be accomplished with careful planning and a focus on the most effective use of existing resources.

**2015-2016 Comprehensive Program Review
ACADEMIC AFFAIRS - SAN JOSÉ CITY COLLEGE**

PROGRAM:

PREPARED BY:

ADMINISTRATOR:

PROGRAM REVIEW SUBMISSION DATE:

PART ONE: PROGRAM DESCRIPTION

1. Description of the program components, function and purpose.

1.1 Describe current program staffing.

2. Describe Program Goals and how they support the college's mission.

3. Program Student Learning Outcomes (PSLOs).

4. How do the Program Student Learning Outcomes (PSLOs) align with San Jose City College's Institutional Student Learning Outcomes (ISLOs)?

5. What were the enrollment trends for the previous four years (FTES, WSCH, # of Sections, Headcount, Seat count, Day/Evening, etc.)? Discuss how these trends impact your

program.

6. What were the student demographics of your program in the previous five years (student population served/demographics-age, gender, ethnicity, income, previous education, etc.)? Discuss how these demographics impact your program.

7. What were the student retention, persistence and success rates for your program? Were there any significant differences by gender, age or ethnicity? Discuss these trends as they apply to your program. If applicable, offer a plan for improvement of success, retention and persistence.

PART TWO: PROGRAM CONTENT

1. Provide a comprehensive course listing including dates of last revision, advisories, co and prerequisites, and articulation with four year colleges for your program.

2. Include a list/diagram of courses reflecting course sequencing and how often courses have been offered.

3. In what capacity have your program and course SLOs been mapped? Please provide three examples of how the course SLOs map to the Program SLOs.

PART THREE: PROGRAM IMPROVEMENT/ANALYSIS AND ASSESSMENT

1. What process is used to review and revise the curriculum? Include information on

advisory committee and workforce data (if applicable).

2. Indicate how program and course-level Student Learning Outcomes (SLOs) are assessed on a regular basis.

3. How have Student Learning Outcome (SLO) assessments and program data been utilized to improve instruction in the program? Please share one or two success stories about the impacts of SLO assessment on student learning.

4. How is data collected on student satisfaction of your program? To what extent are students satisfied? How is this feedback used in program enhancement and revision?

PART FOUR: STRATEGIC PLANNING

1. Year of last Comprehensive Program Review and previous three Annual Program Reviews with validation rating. (Proficient or In Progress)

2. Describe any changes in the program that have occurred since the last Comprehensive Program Review. (See intervening Annual Program Reviews.)

3. What are the current strengths of the program? Include faculty and staff training, projects and other achievements.

4. What changes to the program do you plan to (would you like to) implement before the next Comprehensive Program Review?

<p>5. How will these changes impact student success, instructional techniques, and course offerings?</p>	
<p>Budget: Please address current status and projected needs in the following areas and indicate how each supports Program/College Goals and/or PSLOs and SLOs. Include specific cost information. Please separate ongoing budget needs from one-time expenditures. In each section, please indicate whether previous budget requests were met.</p>	
<p>STAFFING</p>	<p>Ongoing Budget Needs:</p> <p>One-time Expenditures:</p>
<p>FACILITIES</p>	<p>Ongoing Budget Needs:</p> <p>One-time Expenditures:</p>
<p>LIBRARY</p>	<p>Ongoing Budget Needs:</p> <p>One-time Expenditures:</p>
<p>EQUIPMENT</p>	<p>Ongoing Budget Needs:</p> <p>One-time Expenditures:</p>

TECHNOLOGY	Ongoing Budget Needs: One-time Expenditures: