

NON INSTRUCTIONAL PROGRAM REVIEW GUIDELINES

I. Introduction

- A. Provide a brief overview of the program, including:
 - 1. Relationship to college mission.
 - 2. Program description, purpose, goals and objectives.
 - 3. Number, type of staff.
 - a. Staff preparation and training.
 - b. Faculty minimum qualifications, diversity and credentials.
 - c. Organizational chart.
 - 4. Approximate number of students served annually.
 - 5. Facilities/Location.
 - 6. Progress on prior program review recommendations.

II. Integration and Coordination with Other Programs

- A. How does this program coordinate with the other Instructional and/or Student Services programs on campus?
- B. How does this program work with Research and TeCS?
- C. How is this program integrated with student equity and strategic planning?

III. Program Self-Evaluation

Self-evaluation is based on the WASC Accreditation Standard II:

I/A Instructional Programs

"The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution."

I/B Student Support Services

"The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student

access, progress, learning and success. The institution systematically assesses student support services using student learning outcomes, faculty and staff input and other appropriate measures in order to improve the effectiveness of the services.”

IIC Library and Learning Support Services

“Library and other learning support services for students are sufficient to support the institution’s instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered. Such services include library services and collections, tutoring, learning centers, computer laboratories, and learning technology development and training. The institution provides access and training to students so that library and other learning support services may be used effectively and efficiently. The institution systematically assess these services using student learning outcomes, faculty input, and other appropriate measures in order to improve the effectiveness of the services.”

- A. MIS Data Reporting (if applicable).
 - 1. Is data accurate?
 - 2. Is the program coordinator involved in review of the data before it is submitted?
 - 3. If not, please explain.

- B. Access.
 - 1. How accessible is the program?
 - a. Compare demographic data from the college to the program, including ethnicity, gender, age, students with disabilities, if appropriate.
 - b. How effective is this program in enabling success for underprepared and underrepresented students?

- C. Success.
 - 1. Review how well your students are completing their educational goals compared to the total college population, if appropriate.

 - 2. Include (where applicable)
 - a. Number of degrees and certificates awarded.
 - b. Number of transfer-prepared students.
 - c. Number of transfers.
 - d. Achievement of non-credit educational goals.

- D. Student Learning Outcomes.
 - 1. Describe your progress in the development and implementation of Program Student Learning Outcomes.
 - a. List the program SLOs.
 - What process was used to develop the SLOs?
 - What activities are used to achieve the SLOs?

2. How are you assessing the outcomes?
 3. How is the assessment information used to improve services?
- E. Compliance (if applicable)
1. Provide an overview of how this program meets applicable minimum requirements of law.
- F. Student Eligibility (if applicable)
1. Describe eligibility requirements for participation in your program.
- G. Program Services
1. List and describe the services/components offered by your program.
 - a. Include numbers of students participating in each component, if available.
 2. Describe how it compares to similar programs at other community colleges in service area (if applicable).
- H. Funding, Expenditure & Accountability (if applicable)
1. How does this program work with the business office to monitor expenditures and fiscal reporting?
 2. WSCH/FTES generated by each program.
 3. Census & FTE trend.
- I. Environmental impact
1. How has your program contributed to a greener campus environment (i.e. increased awareness, impact on the campus footprint, strategies to reduce consumption and energy, waste reduction, recycling, sustainability, etc...)
- J. Technology needs
1. What technology needs currently exist in your program (include justification)?
 2. Given your plans for future growth and development, what technology needs do you anticipate in the future?

IV. Effective Practices

- A. Describe what is working well.
1. Include awards and special recognitions.
- B. What exemplary practices and services do you offer that could be shared with other departments or other campuses?
- C. What successful pilot projects have been implemented by your program?

- D. How do faculty, administrators, staff and students participate in improving the effectiveness of this program?

V. Opportunities for Improvement, Recommendations and Needs Identification

- A. Identify areas where you may need to make adjustments or changes in order to better serve students.
 - 1. Use data and previous discussions as foundation for recommendations.
 - 2. Consider needs for data, staffing, program growth and/ or restructuring.
 - a. Include plans, timelines, resources needed, and person(s) responsible for implementing the plans.
 - 3. Technology needs
 - a. What technology needs currently exist in your program (include justification).
 - b. Given your plans for future growth and development, what technology needs do you anticipate in the future?

VI. Technical Assistance/Training needs

- A. Is there any training or technical assistance that you believe would improve the effectiveness of your program? Be as specific as possible.

VII. Supplemental Information

- A. Provide copies of materials that you provide to students in your program.
- B. Describe any additional reports your program provides to regulatory bodies, if appropriate.

VIII. Addenda (as applicable)

- A. Catalog pages pertaining to program.
- B. Program data.

Academic Program Review Documents and Their Equivalent Location in the Student Services Program Review Draft

Student Services PR Draft section	<i>Comparable Academic Program Review Documents/ Data</i>
	<i>MISSION</i>
I a.	Statement of Program Description and Objectives
III d.	List of Certificates Issued for Prior Year
III d.	Sequence of Courses Required to Meet Educational Objectives
VIII	Course Outlines of Record
VIII	Catalog Pages Pertaining to Program
	<i>NEED</i>
III b.	Course Enrollment Trends
III i.	WSCH/FTES Generated for Each Program
III h.	Similar Programs at Other Community Colleges in Service Area
VIII	Articulation Agreements
III i.	Census and FTES Trend
III b.,c.,d.	Student Data
	<i>QUALITY</i>
I a.	Faculty Minimum Qualifications: Diversity and Credentials
III c.	Course/Program/College Grade Distribution
VIII	Syllabi
	<i>FEASIBILITY</i>
VI, I d.	Facility and Equipment Needs
II a.	Library Resources
III f.	<i>COMPLIANCE</i>
VIII	List of Courses with Requisites Not Validated
I e.	Progress in Prior Recommendations