



Institutional Effectiveness Program

2013-2014

Service Program Department Chairs and Supervisors,

It is program review time again! Enclosed you will find your program review document that needs to be completed and turned in to your Dean by October 7, 2013. The purpose of program review is for faculty and staff members to evaluate their program's performance based on an analysis of data and to develop initiatives for improvement. Through the creation of initiatives, some requiring resources and some not, programs will establish goals and long-term program plans.

You will see that the document has been simplified in order to provide a more cohesive but functional document that we hope will be easier for your department to complete. You will also find included appendices with helpful information such as the Process Map and What to Leave In and What to Leave Out Guidelines.

Please note that prompts have been provided in italics throughout sections of the document to provide guidance for interpreting data and providing analysis statements. You may remove these instructions as you complete each section. Please use 11 point, Calibri font for consistency.

Areas such as your program/department description and the staffing chart have been pre-populated using information from your last program review document. Please revise as necessary. Please note that you are not required to create initiatives for each area of data. However, programs are required, at a minimum, to create initiatives that do not require resources as every program should have some area (i.e. student access or service satisfaction) in which it is trying to improve.

The last page of the document includes a process verification section where you will note the participants and document the meeting dates. Your Division Dean will also need to electronically verify review prior to submitting the document, so be sure to plan accordingly.

Appendices:

- A-Program Review Process Map-Instructional Programs
- B-What to Leave Out
- C-What to Leave In
- D-Appeals Form

Attachments:

Data packet for your program/department

WHO TO CALL FOR ASSISTANCE

Budget and Inventory Data:

David Keebler, VP-Administrative Services, ext. 6354

Data Analysis and Interpretation:

Michael Callahan, Institutional Researcher, ext. 6344

Services:

Susan Bricker, Registrar, ext. 6044

Sandy Hajas, LRC Supervisor, ext. 6179

Kathy Scott, Dean-Inst. Effectiveness, ext. 6468



Due October 7, 2013



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Section I – Accomplishments and Status of 2012 Program Review Report

A. Last Year's Initiatives

Initiatives not requiring resources

IE1203 (Alignment of SLOs) – SLOs at the course, program, and institutional level have been aligned through mapping, which is now done within Trac Dat.

IE1205 (Improvement of student learning/services from SLO/SUO work) – SLOs and SUOs at various levels continue to be assessed. The SLO Committee is currently putting together a subcommittee to review quality of SLO/SUO work because we understand that this is an issue. This item will remain and be reported on again next year. This past year, the college dedicated some time to getting organized with the SLO/SUO effort, getting TracDat going, and ensuring that programs and services had rotational plans in place.

IE1206 (Improve program review process) – While there have been some complaints, I believe that the program review process has been significantly improved and simplified from last year. A program review subcommittee comprised of faculty (including the Senate president, the former Senate president and the two SLO facilitators), classified supervisors, administrators, institutional researcher, and VP of Business Services, worked last spring and over the summer to revise the template. At the urging of faculty, prompts were included so that faculty knew what kind of analysis to provide. For the first time, disaggregated success data was provided by ethnicity (we still need gender and age). There were numerous problems with the data, which detracted from the revisions, but we believe that this will be resolved next year when the program review research packets are created by the Institutional Researcher. This item will remain in this year's program review because we will again form a program review subcommittee to make modifications (we hope more minor this time). I would also be interested in getting portions of program review onto TracDat.

IE1207 (Faculty will be able to access and utilize data for their needs) – not completed. The new disaggregated program review data is providing more data for programs, but we need to provide research assistance to the programs so that they understand what/how to analyze it. Our new qualitative researcher (who has quantitative background also) has agreed to take on this task next year. Virtually every division (with the exception of PE/Athletics) has courses in the transfer grant. Additionally, we can pay this researcher for an additional month (she is currently 11 months) to do this work. A revised initiative will be created (see initiatives section).



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We are not at the point yet where faculty are utilizing data extensively. However, more committees (i.e. Basic Skills) are using it effectively. To the extent that we can offer the services of the Institutional Researcher to support committees and individual faculty, we will do so. Many faculty contact the IR directly and he assists them. Others go through the Office of IE, most of whom get the research assistance they need.

IE1208 (alignment of planning processes) – not completed. With the VCCCD master plan just approved recently, the college has not yet aligned its strategic plan with it. However, efforts are ongoing within the CPC for this work to be done. Additionally, we need to align planning processes with our core indicators.

Initiatives requiring resources

IE1202 (TracDat software) – This expense was approved by the college, the district, and the board. It is now being utilized very effectively for SLO work. We intend to move the initiatives portion (at a minimum) onto TracDat next year. This software has allowed us to move from a paper-driven system to an electronic one where reports can be run and initiatives organized. It will take more time for the faculty to become acclimated to TracDat, but it is happening.

IE1202 (Annual Maintenance for TracDat software) – Approved – need to determine if this continuing expense will be paid by the college or district.

IE 1204 (Databases and consultant to support program review) – not approved and probably not needed. New initiative will be put into place to provide faculty and staff with research assistance next year.

IE1201 – (Clerical support (40%) for division office) – not approved.

B. Updates/accomplishments pertaining to any of the Student Success or Operating Goals from last year's report.

Nothing to report at this time, but we will continue to survey faculty and staff about program review. Additional input is gathered from CPC members and Department Chairs/Coordinators.

Program review data needs further work so that it is in a format easily understood by faculty. This is a continuing item.

In our next SLO survey, we will ask faculty about how well TracDat is working for them.



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Section II - Description

A. Description of Program/Department

- B.** The Office of Institutional Effectiveness strives to promote student success and a culture of self evaluation and improvement by providing leadership for assessment of student learning outcomes, planning, program review, and the use of institutional research. The Office of Institutional Effectiveness serves Ventura College in the following areas:

Student Learning Outcomes

Strategic Planning

Institutional Research

Program Review

Accreditation

C. Program/Department Significant Events (Strengths and Successes), and Accomplishments

Instructions:

- *What has changed over the past year (i.e. staffing, regulations, etc.)?*
- *What is impacting the program now?*

The college's ACCJC accreditation was reaffirmed with no further sanctions.

The SLO Committee continues to improve, with more faculty participation since its inception.

Most SLO processes seem to be fully organized at this point.

TracDat is being utilized by most department chairs or their designees (we have some work to do with regards to the services).

Program Review continues to improve.

The college community/culture appears to be one that accepts and is prepared to continue its efforts in the institutional effectiveness area.

The College Planning Council continues to improve as a well-functioning committee.

The new Title V transfer grant, which provides support for Institutional Effectiveness activities, has made significant strides in the past few months to become fully involved:

- We were able to rehire our SI Coordinator, we have hired a Grant Director, a Qualitative Researcher, and an Administrative Assistant.
- We now have additional support for the SLO and program review processes.
- SI is now being offered in 50 sections of courses in numerous disciplines.



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- A peer mentoring program has been initiated.
- The Reading/Writing Center has been expanded to work more closely with disciplines across the curriculum; faculty members in two disciplines (English and Political Science) have been released to work on campus-wide efforts.
- Equity work is underway with USC's Center for Urban Education (and a campus-wide presentation on mandatory flex day on this topic was made in August).
- A faculty member in the Professional Development area will be released to work more closely with USC and disciplines across campus.
- Research efforts of various sorts (e.g., SI survey revision, equity data, SLO interviews with department chairs),
- Additional activities are now ongoing with our Career and Transfer Centers.

D. College Vision

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

E. College Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

F. College Core Commitments

Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it through changing times and give rise to its Vision, Mission and Goals.

- | | |
|-------------------|--------------------------|
| • Student Success | • Innovation |
| • Respect | • Diversity |
| • Integrity | • Service |
| • Quality | • Collaboration |
| • Collegiality | • Sustainability |
| • Access | • Continuous Improvement |

G. Organizational Structure

President: Greg Gillespie **Executive Vice President:** Daniel Seymour (interim)

Dean: Kathy Scott **Supervisor:**



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Name	Natawni Pringle
Classification	Administrative Assistant
Year Hired	
Years of Industry Experience	
Degrees/Credentials	B.A., M.A.
Name	Michael Callahan
Classification	Institutional Research Officer
Year Hired	
Years of Industry Experience	
Degrees/Credentials	A.B., 1964, Rutgers University; M.B.A., 1982, Cal Poly State University, San Luis Obispo, CA

Name	Chelsea Guillermo-Wann
Classification	Research Analyst – Title V Velocidad
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

Name	William Hart
Classification	Director, Title V Velocidad
Year Hired	
Year of Industry Experience	
Degrees/Credentials	
Name	Rachel Marchioni
Classification	Administrative Assistant, Title V Velocidad
Year Hired	
Years of Industry Experience	
Degrees/Credentials	BA, Communication, Cal State Long Beach

Section IIIa – Data and Analysis

A. SUO Data

Instructions:

- 1) Institutional, program, and course level SLOs are aligned at over 95%.
We need to ensure that alignment between SUOs and ISLOs or ISUOs is done (in progress) – currently at approximately 50%.

We learned that when faculty have a chance to utilize TracDat, it isn't as bad as they think it will be. This has confirmed to us that our decision to purchase this program was a good one. However, we have also learned that we need to put processes in place so that once rotational plans are in TracDat that faculty and staff members are doing the work according to the plan. This item was discussed at the last SLO Committee meeting.



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We also learned that asking faculty and staff about SUOs and SLOs in a large group format, the session becomes more of a place to complain rather than an opportunity for genuine dialogue about what is working and what changes could be made to improve processes.

- 2) For program review, we collected data using three methods: 1) Survey; 2) Input from Department Chair and Coordinators' Council; and 3) Input from the College Planning Council which heard all the presentations and oversaw the process.

CPC comments (many of which were duplicated in the Department Chair/Coordinators' input) included the following highlights:

Statistics from the 2012-2013 program review process and survey included the following:

- 95% of programs/departments completed program reviews (95% is the goal) – GOAL MET
- 56.1% programs/departments linked resource requests to improvement in student learning (75% is the goal) – GOAL NOT MET
- 86% of programs feel that they were provided with satisfactory data (80% is the goal) – GOAL MET

The program review subcommittee met numerous times during spring/summer 2013 and revised the program review process/template to 1) streamline it; 2) make it more meaningful; 3) connect initiatives more effectively to data. We achieved our goals but continue to experience difficulty with student data.

Initiatives not requiring resources:

- 1) To gather information about the challenges and effectiveness of SLO/SUO processes, individual meetings need to take place between the Title V qualitative researcher and department chairs/coordinators. The data will be summarized and presented to the SLO Committee, the Department Chairs and Coordinators Council, Administrative Council, and the College Planning Committee.
- 2) After this year's program review process (currently underway) is complete, gather information about how to improve program review going forward (this is a standard evaluation process at this point).
- 3) We need to do a TracDat survey to see what areas faculty and staff are comfortable with and for what areas we need additional training.
- 4) Move program review data from the Vice President of Business Services to the Office of Institutional Effectiveness, which includes Institutional Research, to ensure that data is prompt, accurate, and as user friendly as possible.
- 5) We need to move portions of program review (at least the initiatives portion) to TracDat next year.

Initiatives requiring resources:

- 1) Last year's program review process (as well as the one currently underway) has indicated a need to provide additional researcher support for faculty trying to complete the document next year.

With the assistance of the TracDat facilitator, I updated entered my SUO rotational plan and mapped my SUOs to ISUOs.

B. Operating Data

1. Service Data



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Instructions:

- *What populations are served by the program?*
- *How many students, classes, etc., have been served by the program over the last two years (per semester)?*
- *Does the program/department have any other operational data from any other source (i.e., program generated, state generated, etc.) that should be reviewed/discussed in this program review?*
- *What does the data indicate about the students, student performance, program performance, or any other aspect of the program?*
- *What about the data encourages or gives you cause for concern?*
- *Does the data meet your expectations? Why or why not?*
- *What initiative(s) could you develop based on what you have learned from the data. Explain briefly. Initiative to be entered in more detail in Section IV.*
- *Provide the data in an attachment or provide an online link.*

The population served by the program is the entire college, including faculty, staff, administrators, and students. The program supports all of these groups through its efforts with strategic planning, student learning outcomes and service unit outcomes, program review, and the maintenance/creation of institutional data. Committees and services across campus such as Basic Skills, Distance Ed, Learning Communities, the Welcome Center, etc. are also served by the Institutional Researcher who creates reports as needed/requested.

Most disciplines and services across campus were served by the program over the last year. The program, through its SLO facilitators and SLO Committee, provides support to any individual, program, department, or service requesting assistance.

2. Budget

Instructions:

- *Review of summarized budget information is required. The yellow and blue sections of your budget data provide summaries. Detail data is provided if you want to see additional information; however, reviewing the backup data is not required. Check the boxes below if you have no further comments to make. Note: do not delete these boxes when/if you delete instructions from this document.*
- *Have there been any significant changes in the budget over the past three years? Have these changes had a positive or negative effect on student learning? If additional funds are needed, explain why. Initiatives will be required to be noted in more detail in Section IV.*
- *Requests for contract/full time faculty or classified staff should be addressed in the resource section below.*
- *Please check the appropriate box below then provide your summary beginning on the next line.*

Program members have reviewed the budget data.

No comments or requests to make about the budget

Institutional effectiveness now has its own budget, which is helpful. The SLO facilitators' release time is now part of the budget, which ensures its sustainability.

The \$5,000 travel budget has enabled the Dean of Institutional Effectiveness to continue attending ACCJC training sessions and other professional development opportunities pertaining to IE.



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In working with Fiscal Services on the budget, I realized that there were some corrections that needed to be made (e.g., previous SLO facilitators were still being charged to the account; new ones were not).

C. Resources

1. Non- Instructional Faculty

Instructions:

- *How does your program/department's FTEF compare to the college? Have there been any changes in FTEF for part and/or full time faculty over the last three years?*
- *What is the effect of part time FTEF on your program/department (i.e., Does your area have difficulty finding hourly instructors? Is the program lacking faculty with a particular specialty? Are there any accreditation requirements for FT faculty?, etc.)*
- *What contract faculty member(s) (if any) will you be requesting based on what you have learned? Explain briefly. Requests need to be entered in more detail in Section IV.*

N/A and none being requested.

2. Classified Staff

Instructions:

- *Have there been changes in the number of classified staff in the program/department over the last three years?*
- *What has been the effect of decreases/increases in classified staff on the program or department?*
- *What classified positions (if any) will you be requesting based on the data/numbers/changes in program/department? Explain briefly. Requests need to be entered in more detail in Section IV.*

There have not been changes in the classified staff within the division office in the past three years, but prior to that, we had two clerical people. Now there is one, and it is insufficient for running the office.

Request requiring resources:

We need a Clerical Assistant to provide additional support for the entire division. The accreditation work can be extremely demanding, and it is going to increase as we get closer to our next site visit.

As required, we must begin to institutionalize (25%) two Title V Velocidad grant positions: Tutorial Specialist II (for SI) and Research Analyst.

3. Inventory

Instructions:

In the last year, a complete inventory has been taken of all college equipment. Detailed inventory lists, by room, are now available for your review. If you are requesting equipment, you need to review the inventory list and explain whether or not it is accurate. If you have any questions pertaining to inventory lists, please contact Dave Keebler.

- *What equipment requests are you making (if any) to ensure that the program/department has functional, current, and otherwise adequate inventory to maintain a quality learning environment? Is the current equipment aging and need replacement or is new equipment needed? Is ongoing maintenance required for some equipment? If so explain. Requests need to be entered in more detail in Section IV.*

4. Facilities or other Resource Requests

Instructions:



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- *Is your program/department making any other requests for resources, including for facilities?*
- *Initiatives will be entered in more detail in Section IV.*
- *Note: Any safety issues need to be reported immediately and not wait for program review. Safety issues may be reported here in addition to being reported to the dean.*

5. **Combined Initiatives**

Instructions:

Does your program have any combined initiatives that address more than one data element? If so, explain and enter the initiative with more detail in Section IV.

Section IIIb – Other Program Goals and Initiatives

A. Other Program Goals

Instructions: Aside from the goals determined from looking at specific institutional and program data, are there any other program goals for which you may or may not request funding? If so, please explain and enter it as an initiative with more detail in Section V. Such goals may include:

- *Innovation*
- *Legislation*
- *Regulations*
- *Industry Standards*
- *New Technology*
- *Professional Development*
- *Advisory Committee Recommendations*

Initiatives:

As we near the next accreditation site visit, it is important for us to have the resources necessary to ensure that we can support whatever efforts are required. This office is responsible for providing administrative leadership for the Accreditation Steering Committee. In the classified section, we noted that an additional clerical person is necessary.

Centralize research function: create a schedule and list of projects/due dates. Consider including IRB in the division. Require that surveys be reviewed by a researcher prior to being sent – and look for ways to combine surveys so that students/faculty are not overly inundated with them.

With the College Planning Council, create plans to address Core Indicators of Effectiveness where we have not met the institution-set standard (e.g., Student Engagement – CCSSE).

Section IV - Initiatives

Instructions:

Please list your initiatives below, including any you are carrying forward from prior years. Add as many as needed. Deans/division offices will put the information onto the initiatives charts. Every program/department needs initiatives that do not require resources.

Ranking:

The ranking provided below indicated the program/department's ranking. The initiatives will be ranked again later at the division level before going to the appropriate committees (i.e. technology) for additional ranking.

R = Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.)

H = High – Approximately 1/3 of the total program/department/division's initiatives by resource category

M = Medium – Approximately 1/3 of the total program/department/division's initiative by resource category



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L = Low – Approximately 1/3 of the total program/department/division's initiatives by resource category

Example:

Initiative: Provide a brief title

Initiative ID: (i.e. CD1301 = Child Development, 2013, first initiative. Maintain initiative numbers from prior program review if any are being carried forward into this new year.)

Link to data (Required): From which area of data is this request associated? Within the category, be specific. (i.e. Success data for a specific course, PSLO #1, . . . , etc.)

Expected Benefits: What benefits to student learning or completion, etc. do you anticipate?

Goal: What do you believe needs to occur? (i.e. raise student success in ____ course)

Performance Indicator: What do you see as a realistic goal? (i.e. a 5% increase in student success)

Timeline: When do you expect to achieve this success within in the next three years? (i.e. by May 2015). These timelines will create a multi-year plan for your program/department.

Funding Source Category:

- No new resources
- Additional general funds for hourly instruction, supplies and services (includes maintenance contracts)
- College equipment funds (non computer)
- Technology funds
- Facilities funds
- Staffing resources
- Grant funds

Ranking: (i.e. H)

List your initiatives below, including any you are carrying forward from prior years. Please note that every program/department needs to include initiatives that do not require resources. You may copy and paste this section

A. Initiative: Continued improvement of SLO/SUO process

Initiative ID: IE1205

Link to Data: TracDat, SLO/SUO division input

Expected Benefits: Continued improvement in student learning/meet accreditation requirements

Goal: Instructional and Service Programs report increases in student learning or services

Performance Indicator: 70%

Timeline: 2014-2015

Funding Resource Category: No new resources needed

Ranking: H

B. Initiative: Continued improvement of program review template

Initiative ID: IE1206

Link to Data: Input from College Planning Committee and Department Chairs and Coordinators' Council

Expected Benefits: Improved process (e.g. data analysis, goal setting, etc.)

Goal: Faculty and staff report that the program review process is more meaningful



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- Performance Indicator:** 70%
Timeline: 2014-2015
Funding Resource Category: No new resources needed
Ranking: H
- C. **Initiative:** Creation of VC Strategic Plan (coordinated with VCCCD Master Educational Master Plan)
Initiative ID: IE1401
Link to Data: VCCCD Educational Master Plan, CPC input into VCCCD Educational Master Plan
Expected Benefits: College will establish plans and action steps for improving in key areas identified by the campus
Goal: Establish three year plan
Performance Indicator: Three year plan with action steps
Timeline: 2013-2014
Funding Resource Category: No new resources needed
Ranking: H
- D. **Initiative:** Centralized research function
Initiative ID: IE1402
Link to Data: Accreditation standards
Expected Benefits: A stronger research function will benefit faculty and staff in their goals to improve instruction and services
Goal: Establish a calendar and processes
Performance Indicator: N/A
Timeline: 2014-2015
Funding Resource Category: No new resources needed
Ranking: H
- E. **Initiative:** Program review data for Instructional Programs (move to IR)
Initiative ID: IE1409
Link to Data: Accreditation standards
Expected Benefits: Program review data presented in an easier to read/analyze format will enable faculty and staff who are not accustomed to analyzing data to do so more effectively
Goal: Institutional researcher will prepare data (complete by Summer 2014)
Performance Indicator: N/A
Timeline: Fall 2014
Funding Resource Category: No new resources needed
Ranking: H
- F. **Initiative:** Standardize committee minutes and documents/post to website
Initiative ID: IE1407
Link to Data: Accreditation standards
Expected Benefits: Committee members (and other college employees) will have easy access to agendas, minutes, and supporting documents for review at any time. We will be better prepared for our next accreditation self study.



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- Goal:** Standardize minutes
Performance Indicator: N/A
Timeline: 2013-2014
Funding Resource Category: No new resources needed
Ranking: H
- G. Initiative:** Faculty research assistance with program review instructional data
Initiative ID: IE1403
Link to Data: Accreditation standards
Expected Benefits: Faculty will more easily be able to identify key areas in the data that need analysis and initiatives for improvement
Goal: Work with college researchers to establish a plan with existing resources
Performance Indicator: N/A
Timeline: Spring 2014
Funding Resource Category: No new resources needed
Ranking: H
- H. Initiative:** Research analyst - Institutionalize
Initiative ID: IE1405
Link to Data: Title V Velocidad grant
Expected Benefits: The college will benefit from an additional researcher (particularly one with a primarily qualitative background) to provide a more complete picture of our students in terms of retention, progression, and success
Goal: 25% institutionalization of position
Performance Indicator: N/A
Timeline: 2014-2015
Funding Resource Category: Staffing Funds
Cost: Approximately \$15,000
Ranking: R
- I. Initiative:** Tutorial Specialist II - Institutionalize
Initiative ID: IE1406
Link to Data: Title V Velocidad grant; SI research data
Expected Benefits: The college will benefit from the continuation of Supplemental Instruction after the grant. Research shows that students who participate in SI are more successful than those who do not.
Goal: 25% institutionalization of position
Performance Indicator: N/A
Timeline: 2014-2015
Funding Resource Category: Staffing Funds
Cost: Approximately \$15,000
Ranking: R
- J. Initiative:** Clerical assistance
Initiative ID: IE1404
Link to Data: Budget



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Expected Benefits: The division office, which includes Institutional Effectiveness, Research, Planning, Accreditation, and English, will be more adequately staffed and able to meet the needs of the division and the college.

Goal: Hire a clerical assistant

Performance Indicator: N/A

Timeline: Spring 2014

Funding Resource Category: Staffing Funds

Cost: \$50,000 (approx.)

Ranking: H

- K. **Initiative:** One-time Clerical assistance (summer 2014) to move program review initiatives onto TracDat

Initiative ID: IE1408

Link to Data: Accreditation standards

Expected Benefits: Faculty and staff will more easily be able to track initiatives needed for improvement

Goal: Move all initiatives onto TracDat

Performance Indicator: 100%

Timeline: Spring 2014

Funding Resource Category: Staffing Funds

Cost: \$5,000

Ranking: H

Section V – Process Assessment

Instructions: Please answer the following questions:

- A. **How have the changes in the program review process this year worked for your area?**

The program review form is much more streamlined and a lot of the repetition has been removed. It was much easier this time. The number of outcomes has been significantly reduced, making the process more manageable.

- B. **How would you improve the program review process based on this experience?**

For the services, some of the data in the initiatives section should be removed (i.e., goal, etc.)

- C. **Appeals**

After the program review process is complete, your program has the right to appeal the ranking of initiatives (i.e. initiatives that should have been ranked high but were not, initiatives that were ranked high but should not have been), the division's decision to support/not support



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program discontinuance, or the process (either within the department/program or the division) itself.

If you choose to appeal, please complete the Appeals Form (Appendix D) that explains and supports your position. Forms are located at the Program Review VC website.

The appeal will be handled at the next higher level of the program review process.

VI – Submission Verification

Instructions: Please complete the following section:

Program/Department: Institutional Effectiveness

Preparer: Kathy Scott

Dates met (include email discussions): October 10, October 18, November 1

List of Faculty who participated in the program Review Process: Michael Callahan, IR

Preparer Verification: I verify that this program document was completed in accordance with the program review process.

Dean Verification: I verify that I have reviewed this program review document and find it complete. Dean may also provide comments (optional):



Program Review Process Map

I . Status report and accomplishments from prior year

II. Description

III(b). Other program goals and initiatives

(Innovations, regulations, legislation, new technology, industry standards, professional development, or advisory committee recommendations, etc.)

**IV. Summary of initiatives and requests
Minority reports if any**

VI. Process assessment

VII. Verification of review



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Program Review Resource Initiatives Guidelines

WHAT TO LEAVE OUT

The purpose of this document is to clarify what kinds of resource requests should NOT be included in the Program Review Document as initiatives.

<p>The table below summarizes the types of resources that DO NOT need to be included in the Department Plans. The “Who to Contact” column lists who to contact when the resources or services are needed.</p>		
Excluded Items	Who to Contact	Explanation
Safety Issues, including but not limited to broken chairs or desks, etc. that can be resolved through the normal process.	Dean, M&O or Appropriate Office	All safety issues should be immediately reported to the Dean, M&O, or appropriate department.
EAC Accommodations that can be resolved through the normal process.	DSPS and Dean	Any accommodation should have the guidance of the DSPS office.
Routine M&O maintenance & repair (light fixtures not working, holes in walls, locks, cleaning, broken desks or chairs, etc.) that can be resolved through the normal process.	M&O or Division Office	Complete an email request to vcmaintenance@vccd.edu or notify your division office so they can handle for you.
Cyclical Maintenance (painting, flooring, carpet shampooed, windows, etc.) that can be resolved through the normal process.	M&O or Division Office	Complete an email request to vcmaintenance@vccd.edu or notify your division office so they can handle for you.
Classroom technology equipment repairs (projector light bulb out, video screen not working, computer not working, existing software updates) that can be resolved through the normal process.	Campus Technology Center or Division Office	Complete an email request to vchelpdesk@vccd.edu or notify your division office so they can handle for you.
Section Offerings/ Change of classrooms	Dean/Department Chair	Dean will take requests through the enrollment management process.
Substitutes	Dean	Dean will process in accordance with existing guidelines.
Conferences, Meetings, Individual Training	Professional Development Committee	Requests should first be addressed by the PDC and only go through program review if costs cannot be covered.



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Program Review Resource Initiatives Guidelines

WHAT TO LEAVE IN

The purpose of this document is to clarify what kinds of resource requests should be included in the Program Review Document as initiatives.

Faculty and Staff from each department will meet as a division to prioritize initiatives resulting from the Program Review process. The initiatives will then go to each respective governance groups such as Staffing Priorities, Technology Committee, Budget Resource Council, etc., for further prioritization. Administrative Council and the Executive Team will develop the final prioritized list and distribute for implementation.		
Included Items	Committee Group	Explanation
Replacement of classroom furniture	Facilities Oversight Group	Only when it is an entire classroom/lab/office at a time or a safety or disability issue that has not been resolve through the normal process.
Upgrade and/or replacement of computer and other technological equipment	Technology Committee	These items will go on to a list for replacement or upgrade per the technology plan.
New Equipment/Furniture/classroom items (i.e. microscope, etc.)	Budget Resource Council	These items must be approved included in a plan to improve student learning and/or services.
Buildings/Office Space (new renovation, modernization)	Division Dean	The division dean will work with Administrative Council and the Fog Committee to pursue the projects.
New Software	Technology Committee	These items must be approved included in a plan to improve student learning and/or services.
New Faculty Positions	Faculty Staffing Priorities	Requests for new positions will compiled on a list and sent to the FSP committee.
New Classified Positions/or increase in percentage of existing positions.	Classified Staffing Priorities	Requests for classified positions will compiled on a list and sent to the CSP committee.
New Programs/certificates	Curriculum Committee	These program/certificates must be approved by the curriculum committee.
Training and Professional Development above normal	Professional Development/Budget Resource Council	These are items over and above what the PDC can provide.
Expansion/Conversion to Distance Learning	Dean of Distance Learning and Distance Learning Committee	Requests will be compiled and sent to the committee process for discussion.
Service Agreements	Budget Resource Council	Requests must include justification.
Instructional Materials and Office Supplies/Advertising/Student Workers/Printing/Duplicating	Budget Resource Council/Dean	These items must include a compelling reason and be above what the normal budget will allow.



Institutional Effectiveness Program

Appendix D

2013-2014

APPEAL FORM

(Due to Office of Institutional Effectiveness by November 8)

The program review appeals process is available to any faculty, staff, or administrator who feels strongly that the prioritization of initiatives (i.e. initiatives that were not ranked high but should have been, initiatives that were ranked high but should not have been), the decision to support or not support program discontinuance, or the process followed by the division should be reviewed by the College Planning Council.

Appeal submitted by: (name and program) _____

Date: _____

- Category for appeal:
- Faculty
 - Personnel – Other
 - Equipment- Computer
 - Equipment – Other
 - Facilities
 - Operating Budget
 - Program Discontinuance
 - Other (Please specify)

Briefly explain the process that was used to prioritize the initiative(s) being appealed:

Briefly explain the rationale for asking that the prioritization of an initiative/resource request be changed:

Appeals will be heard by the College Planning Council on November 9, 2011 at its regularly scheduled meeting (3:00 – 5:00 p.m.). You will be notified of your time to present.