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Ventura College Comprehensive Program Review Process

The [Ventura College 2017-2023 Educational Master Plan](#) will take effect on July 1, 2017. The primary objectives of this plan are for VC to become one of the top five community colleges in the state on key student success metrics and to close equity gaps between gender and ethnic groups. To ensure that the entire college is focused on this vision, we will begin our comprehensive program planning cycle in fall 2017.

Instructional Programs
- Reviews will be conducted at two levels – program and division.
- Program reviews will focus on student success, equity, and SLO's.
- Division reviews will focus on enrollment management.
- Comprehensive reviews will occur on a 3-year staggered cycle.
    - Division-Level Review
        - Each division will complete a comprehensive review and three -year plan in fall 2017.
    - Program-Level Review
        - 1/3 of programs will complete a comprehensive review and three -year plan in fall 2017.
        - 1/3 of programs will complete a comprehensive review and three -year plan in fall 2018.
        - 1/3 of programs will complete a comprehensive review and three -year plan in fall 2019.
- In the comprehensive review and three-year plan, programs and divisions will review prior-year data and set objectives for the next three years that align with the objectives in the 2017-2023 Educational Master Plan.
    - Example – Increase the number of degrees awarded by 10% within three years.
- Programs and divisions will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, programs and divisions will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

Student Service Programs
- Student service reviews will focus on service usage, student demographics, the six factors of student success, and SUO's.
- Comprehensive reviews will occur on a three -year staggered cycle.
    - 1/3 of services will complete a comprehensive review and three -year plan in fall 2017.
    - 1/3 of services will complete a comprehensive review and three -year plan in fall 2018.
    - 1/3 of services will complete a comprehensive review and three -year plan in fall 2019.
- In the comprehensive review and 3-year plan, services will set three -year objectives that align with the objectives in the 2017-2023 Educational Master Plan.
    - Example – Increase scores on six-factor survey by 10%.
- Services will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, services will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

Administrative Service Programs

- Administrative service reviews will focus on improving the quality of their services, as measured through faculty, staff, and student surveys, and SUO assessments.
- Comprehensive reviews will occur on a three -year cycle.
    - All administrative services will complete a comprehensive review and three -year plan in fall 2017.
- In the comprehensive review and three -year plan, services will set three -year objectives that align with the objectives in the 2017-2023 Educational Master Plan.
    - Example – Increase faculty, staff, and student ratings of service quality by 10%.
- Services will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, services will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

Data Metrics

As part of the program review, programs will examine key data metrics that align with the 2017-2023 Educational Master Plan. The metrics for each type of review are shown below.

Instructional Program Review	Instructional Division Review	Student Service Review	Administrative Service Review
1. Course success rate (overall, by gender, by ethnicity) 2. Degrees and certificates awarded (overall, by gender, and by ethnicity) 3. Labor Market Data (CTE Programs Only) 4. Course SLOs 5. Program SLOs	1. Enrollment (overall, by gender, and by ethnicity) 2. Course fill rate 3. Productivity (WSCH/FTEF)	1. Student usage of service (overall, by gender, and by ethnicity) 2. Student perception of service (as measured through 6 Success Factors survey) 3. SUOs	1. Faculty survey data 2. Student survey data 3. SUOs

Programs that Complete Program Review

Instructional Programs (29)

Department chairs, Deans, and the VP of Academic Affairs were sent a survey to assess their preferences for how programs are defined. In the April 25, 2017, Department Chair Council meeting, the survey results were discussed and modifications were made to the program list. Further modifications were made through May 1, 2017, and resulted in the list of programs below.

1. Agriculture
    a. AG
2. Anthropology
    a. ANTH
3. Applied Sciences
    a. ATEB
    b. ATEC
    c. ATEM
    d. ATET
    e. ATEW

4. Architecture, Drafting, and Construction Technology
    a. ARCH
    b. CT
    c. DRFT
5. Art
    a. ART
    b. FILM
    c. PHOT
6. Athletics/Kinesiology
    a. ICA
    b. KIN
7. Automotive/Diesel
    a. AUTO
    b. DM
8. Behavioral Sciences
    a. HMSV/SWHS
    b. PHIL
    c. PSY
    d. SOC
9. Business
    a. BUS
    b. SUP
10. Chemistry
    a. CHEM
11. Child Development
    a. CD
    b. EDU
12. Communication Studies
    a. COMM
13. Criminal Justice
    a. CJ
    b. POSC
14. Engineering
    a. ENGR
15. English
    a. ENGL
    b. IDS
    c. SS
16. ESL
    a. ESL
    b. ENGM
17. Geosciences
    a. ESRM
    b. GIS
    c. GEOG
    d. GEOL
18. Health Education
    a. HED
19. Health Sciences
    a. HS
    b. NS

20. Life Science
    a. ANAT
    b. ANPH
    c. BIOL
    d. BIOT
    e. MICR
    f. PHSO
21. Manufacturing Technology and Welding
    a. MT
    b. WEL
22. Mathematics and Computer Science
    a. CS
    b. MATH
23. Medical Assistant
    a. Selected BUS courses
24. Modern Languages
    a. FREN
    b. GERM
    c. ITAL
    d. JAPN
    e. SL
    f. SPAN
25. Paramedic/EMT
    a. EMT/EMS
    b. PM
26. Performing Arts
    a. DANC
    b. MUS
    c. THA
27. Physics/Astronomy
    a. AST
    b. PHYS
    c. PHSC
28. Social Sciences
    a. CHST
    b. ECON
    c. HIST
    d. POLS
29. Water Science
    a. WS

Instructional Divisions (7)
1. Career Education
2. English, Math & Communications
3. Health, Kinesiology, Athletics, Visual & Performing Arts
4. Off-Campus Programs
5. Sciences and Distance Education
6. Student Affairs Instruction
7. Behavioral and Social Sciences

Student Service Programs (22)

1. Admissions and Records
2. Assessment Testing and Matriculation
3. Basic Needs
4. CalWORKS
5. Career Center
6. Child Development Center (Academic Affairs)
7. Counseling*
8. EAC*
9. EOPS*
10. Financial Aid
11. First Year Experience
12. International Students Center
13. Learning Resource and Testing Center (Academic Affairs)
14. MESA
15. Pirate's Cove
16. Student Activities
17. Student Health Center
18. Student Connect
19. Student Outreach
20. Transfer Center
21. Tutoring Center (Academic Affairs)
22. Veterans Resource Center

*Includes both instructional and service components. These programs will complete a service review, with the addition of an instructional course SLO section.

Administrative Service Programs (6)

1. College Marketing
2. Facilities, Maintenance, and Operations
3. Information Technology
4. Institutional Effectiveness
5. Library* (Academic Affairs)
6. Student Business Office

*Includes both instructional and service components. These programs will complete a service review, with the addition of an instructional course SLO section.

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Three-Year Comprehensive Program Review Cycle

In 2017-2018, VC will be moving to a three-year staggered program review cycle. Programs will complete a comprehensive review in year one of the cycle, followed by annual updates in years two and three. Comprehensive reviews for instructional and service programs will be staggered across 2017, 2018, and 2019. All divisions and administrative services will complete a comprehensive review in 2017.

Instructional Programs (29)

Program	Division	Year of Comprehensive Review
Architecture, Drafting, and Const Tech	CE	2017
Art	Beh & Soc Sci	2017
Business	CE	2017
Engineering	Sciences & DE	2017
ESL	Engl Math & Comm	2017
Life Science	Sciences & DE	2017
Mathematics and Computer Science	Engl Math & Comm	2017
Medical Assistant	CE	2017
Performing Arts	Health Kin Vis & Perf Arts	2017
Social Sciences	Beh & Soc Sci	2017
Behavioral Sciences	Beh & Soc Sci	2018
Chemistry	Sciences & DE	2018
Child Development	CE	2018
English	Engl Math & Comm	2018
Geosciences	Sciences & DE	2018
Health Education	Health Kin Vis & Perf Arts	2018
Health Sciences	CE	2018
Manufacturing Tech and Welding	CE	2018
Physics/Astronomy	Sciences & DE	2018
Water Science	CE	2018
Agriculture	CE	2019
Anthropology	Sciences & DE	2019
Applied Sciences	CE	2019
Athletics/Kinesiology	Health Kin Vis & Perf Arts	2019
Automotive/Diesel	CE	2019
Communication Studies	Engl Math & Comm	2019
Criminal Justice	CE	2019
Modern Languages	Beh & Soc Sci	2019
Paramedic/EMT	CE	2019

Instructional Divisions (7)

Division	Year of Comprehensive Review
Career Education Division	2017
Behavioral and Social Sciences Division	2017
English, Math, and Communications Division	2017
Health, Kinesiology, Athletics, Visual and Performing Arts Division	2017
Off-Campus Programs Division	2017
Sciences and Distance Education Division	2017
Student Affairs Instruction Division	2017

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Student Service Programs (22)

Program	Division	Year of Comprehensive Review
Admissions and Records	Student Affairs	2017
Assessment Testing and Matriculation	Student Affairs	2017
CalWORKS	Student Affairs	2017
EAC*	Student Affairs	2017
Financial Aid	Student Affairs	2017
Student Health Center	Student Affairs	2017
Student Connect	Student Affairs	2017
Transfer Center	Student Affairs	2017
Counseling*	Student Affairs	2018
EOPS*	Student Affairs	2018
First Year Experience	Student Affairs	2018
Learning Resource and Testing Center	Engl Math & Comm	2018
Pirate's Cove	Student Affairs	2018
Tutoring Center (Academic Affairs)	Engl Math & Comm	2018
Basic Needs	Student Affairs	2019
Career Center	Student Affairs	2019
Child Development Center	CE	2019
International Students Center	Student Affairs	2019
MESA	Student Affairs	2019
Student Activities	Student Affairs	2019
Student Outreach	Student Affairs	2019
Veterans Resource Center	Student Affairs	2019

Administrative Service Programs (6)

Program	Year of Comprehensive Review
College Marketing	2019
Facilities, Maintenance, and Operations	2017
Information Technology	2017
Institutional Effectiveness	2017
Library*	2018
Student Business Office	2017

Program Review Resource Requests

Discussions regarding program review resource requests have occurred across the campus, including at the College Planning Committee, Budget Resource Committee, Academic Senate, and the Department Chairs Council. One specific issue has to do with the number of resources that a program can request in a given year. Prior to 2016-2017, programs could request an unlimited number of resources each year. This resulted in a long prioritization process after which only a small percentage of requests were funded. To streamline this process, the number of resource requests was capped at six in 2016-2017. This reduced the burden on the prioritization process, but also meant that large programs didn't have the capacity to request a full complement of needed resources.

In 2017-2018, a revised process was developed to balance program size with a streamlined prioritization process. Programs will be able to document an unlimited number of resource needs in their program review. However, depending on the size of the program, they will only be able to send forward 6-12 requests for prioritization each year.

Instructional Programs

Fall 2016 FTES was used to determine program size. The VPAA reviewed this data to determine the maximum number of resource requests each program can send forward each year.

Instructional Program	Fall 2016 Total FTES*	FTES Range	Max Resource Requests
Math/Computer Science	636.67	250+	12
English	526.39	250+	12
Behavioral Sciences	393.85	250+	12
Social Sciences	317.81	250+	12
Life Science	282.6	250+	12
Art	264.97	250+	12
Athletics/Kinesiology	248.31	250+	12
Chemistry	204.65	150 - 250	10
Business	176.49	150 - 250	10
Criminal Justice	168.7	150 - 250	10
Health Sciences	153.27	150 - 250	10
Performing Arts	149.53	150 - 250	10
Modern Languages	139.74	100 - 150	8
Health Education	112.9	100 - 150	8
Geosciences	103.96	100 - 150	8
Communication Studies	100.09	100 - 150	8
Physics/Astronomy	84.48	0 - 100	6
Automotive/Diesel	84.36	0 - 100	6
Anthropology	79.23	0 - 100	6
Child Development	69.15	0 - 100	6
Manufacturing Tech and Welding	48.46	0 - 100	6
Arch, Drafting, and Const Tech	47.4	0 - 100	6
EMT/Paramedic	46.27	0 - 100	6
Medical Assistant	30.1	0 - 100	6
Water Science	24.4	0 - 100	6
Engineering	12.1	0 - 100	6
ESL	7.89	0 - 100	6
Applied Sciences	0.08	0 - 100	6
Agriculture	0	0 - 100	6

*Total FTES, including non-residents.

Instructional Divisions

In 2016-2017, instructional divisions were re-organized in order to (among other things) more equally spread work across the college. As such, each instructional division will be able to send forward the same number of resource requests for prioritization each year. Division resource requests will be made through the division review, and will be prioritized in addition to program-level resource requests.

Instructional Division	Max Resource Requests
Career Education	8
English, Math, and Communications	8
Health, Kinesiology, Athletics, Visual and Performing Arts	8
Off-Campus Programs	12
Sciences and Distance Education	12
Student Affairs Instruction	8
Behavioral and Social Sciences	8

Student Service Programs

Student Service program size was based on the number of unique students served between July 1, 2016, and May 3, 2017. In some cases, this number was estimated due to a lack of uniform data collection mechanisms. The Vice President of Student Affairs reviewed this data to determine the maximum number of resource requests each program can send forward each year.

Student Service Program	2016-17 Headcount*	Headcount Source	Max Resource Requests
Counseling	12,042	GradesFirst	12
Student Outreach	12,000	Internal Estimate	12
Financial Aid	5,992	GradesFirst	12
Student Connect	5,429	GradesFirst	12
LRC/Testing Center	4,812	GradesFirst	12
Tutoring Centers	3,093	GradesFirst	12
Assessment	3,039	GradesFirst	12
Student Activities	3,000	Estimate from Prior Year PR	12
Student Health Center	3,000	Estimate from Prior Year PR	12
Admissions and Records	2,773	GradesFirst	12
Transfer Center	1,275	GradesFirst	6
EAC	1,270	Banner	6
EOPS	731	Internal Estimate	6
Pirate's Cove	529	GradesFirst	6
Career Center	498	GradesFirst	6
Freshman Year Experience	300	GradesFirst	6
Veterans Resource Center	247	GradesFirst	6
Child Development Center	225	Estimate from Prior Year PR	6
CalWorks	172	GradesFirst	6
Mesa	125	GradesFirst	6
International Students Center	25	Internal Estimate	6
Basic Needs	0	-	6

*Number of unduplicated students who used the service between July 1, 2016, and May 3, 2017.

Administrative Service Programs

It is more difficult to quantify program size for administrative service programs because they indirectly impact nearly all students on campus. Thus, program size was determined by examining a variety of different factors. After this examination, the Vice President of Business and Administrative Services determined the maximum number of resource requests that each program can send forward each year.

Administrative Service Program	Max Resource Requests
College Marketing	6
Facilities, Maintenance, and Operations	12
Information Technology	12
Institutional Effectiveness	6
Library	12
Student Business Office	6

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2019-2020 Program Review Timeline

August 12, 2019 – Program review opens

September 20, 2019 – Program review due to Dean

September 27, 2019 – Last day to request Pirate's Code for Technology and Facility requests

October 6, 2019 – Final program review due to IE Office by 11:59 p.m.

October 8, 2019 – Resource requests sent to Vice Presidents for area prioritization

November 1, 2019 – Deadline for VPs to send their priorities to IE Office, and deadline for Executive Team to submit college-wide resource requests

November 4, 2019 – Resource requests sent to committees for college prioritization

December 6, 2019 – Prioritized faculty requests and classified requests due to IE Office

December 11, 2019 – Prioritized faculty requests and classified requests sent to College President

February 28, 2020 – All other prioritized requests due to IE Office

March 2, 2020 – All other prioritized requests sent to College President

March 25, 2020 – Final prioritized requests presented to College Planning Committee

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Program Review Timeline and Resource Request Prioritization Process

Instructional Dept Review

Instructional Division Review

Student Service Review

Admin Service Review

Aug 12, 2019
Program Review Opens

IE Office

Oct 6, 2019
All Reviews due to IE

Area Vice President

Nov 1, 2019
Deadline for VPs to send priorities to IE Office

Deadline for Executive Team to submit college-wide resource requests

Faculty Requests
Academic Senate

Staff Requests
Classified Senate

Equip Requests
Budget Rsrc Comm

Facility Requests
Facilities Op Group

Prof Devel Request
Prof Devel Comm

Tech Requests
Tech Committee

Nov 4, 2019
Resource Requests Sent to Committees

IE Office

Dec 6, 2019
Prioritized Faculty & Classified Requests due to IE Office

Feb 28, 2020
All Other Prioritized Requests due to IE Office

College President

Dec 11, 2019
Prioritized Faculty Requests sent to President

Mar 2, 2020
All Other Prioritized Requests sent to President

College Planning Committee

Mar 25, 2020
Final Prioritized Requests Presented to CPC