

### Division

#### What is Program Review?

Program review is a key element of integrated planning at VC. It provides programs with an opportunity for reflection and improvement. Programs analyze data on key metrics that are derived from the VC Educational Master Plan. Then, they identify successes and areas for improvement. They develop goals/initiatives for how they will improve, and if necessary, request resources that are necessary to meet those goals/initiatives.

#### What is not included in Program Review?

The following should not be requested through program review:

1. Day-to-day operational requests (e.g. routine maintenance requests, broken chairs, etc.).
2. Requests for ongoing, recurring expenses (e.g. requesting the same supplies that were purchased in previous years).
3. Requests that are not directly tied to VC's Educational Master Plan Goals.

Day-to-day and/or recurring maintenance and facilities requests should be made through the [Facilities, Maintenance & Operations Department](#).

Day-to-day and/or recurring requests for supplies should be made through the program's Division budget, in consultation with the Division Dean/Manager.

#### Ventura College Educational Master Plan Goals

**Goal 1:** Continuously improve educational programs and services to meet student, community, and workforce development needs.

**Goal 2:** Provide students with information and access to diverse and comprehensive support services that lead to their success.

**Goal 3:** Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community and the area's economic vitality.

**Goal 4:** Continuously enhance institutional operations and effectiveness.

**Goal 5:** Implement the Ventura College East Campus Educational Plan.

## 2016-2017 Instructional Division Review

### Section A – Division Enrollment and Demographics

Examine your division's enrollment and demographic data.

1. Is your division's enrollment increasing, decreasing, or remaining constant?

Increasing  Decreasing  Remaining Constant

2. Is there a difference between the percentage of students of each gender in your division and in the college, as a whole?

Yes  No

3. Is there a difference between the percentage of students of each ethnicity in your division and in the college, as a whole?

Yes  No

4. Briefly describe the reason(s) for the trend in your division's enrollment, and for any student demographic gaps between your division and the college, as a whole (1,000 characters max).

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Based on your data analysis above, enter 1-2 initiatives below that describe how your division will increase its enrollment and/or close any student demographic gaps between your division and the college, as a whole.

Initiative	Data	Resources Needed to Meet Initiative						
What will your division do to increase enrollment and/or close any demographic gaps?	Which metric(s) will this initiative improve?	Do you need additional resources to meet this initiative?	If yes, what type of resources?	Brief description of resources needed	Cost Estimate	Source of Cost Estimate	Has this request been made in a prior year?	If yes, which year(s)?
	<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 2016-2017 Instructional Division Review

### Section B – Division Productivity

Examine your division's productivity data. The college has set an overall productivity target for your division for 2016-2017.

1. Was your division's productivity in 2015-2016 higher, lower, or equal to your division's productivity target?  
 Higher     Lower     Equal to Target
2. Is your division's productivity increasing, decreasing, or remaining constant?  
 Increasing     Decreasing     Remaining Constant
3. Is your division's course fill rate increasing, decreasing, or remaining constant?  
 Increasing     Decreasing     Remaining Constant
4. Briefly describe the reasons for the trends in your division's productivity and course fill rate (1000 characters max).

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Based on your data analysis above, enter 1-2 initiatives below that describe how your division will increase its productivity.

Initiative	Data	Resources Needed to Meet Initiative						
What will your division do to increase its productivity?	Which metric(s) will this initiative improve?	Do you need additional resources to meet this initiative?	If yes, what type of resources?	Brief description of resources needed	Cost Estimate	Source of Cost Estimate	Has this request been made in a prior year?	If yes, which year(s)?
	<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	



**Section C - Previous Year Initiatives**

[Click here to view previous year initiatives.](#)

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Section D – 2016-2017 Division Initiative Prioritization

Initiatives from the sections above will automatically populate the table below. Please prioritize them to indicate which initiatives are the top priorities for your program.

Initiative		Data	Resources Required to Meet Initiative						
Priority	What will your division do to improve enrollment and productivity?	Which metric(s) will this initiative improve?	Do you need additional resources to meet this initiative?	If yes, what type of resources?	Brief description of resources needed	Cost Estimate	Source of Cost Estimate	Has this request been made in a prior year?	If yes, which year(s)?
		<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Initiative		Data	Resources Required to Meet Initiative						
Priority	What will your program do to improve student achievement and learning?	Which metric(s) will this initiative improve?	Do you need additional resources to meet this initiative?	If yes, what type of resources?	Brief description of resources needed	Cost Estimate	Source of Cost Estimate	Has this request been made in a prior year?	If yes, which year(s)?
		<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Enrollment <input type="checkbox"/> Demographic gaps <input type="checkbox"/> Productivity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Technology <input type="checkbox"/> Facilities <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Workers  <i>*Use page 9 for faculty/staff hiring requests</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	



**Section E - Classified Hire Requests**

Priority	Request Type	Position	Full-Time or Part-Time	Brief Description	Salary and Benefits Cost	Has this position been requested in a past year?	If so, which year(s)?
1							
2							
3							
4							

## 2016-2017 Instructional Division Review

### Section F – Process Assessment

How have the changes in the program review process this year worked for your area?

How would you improve the program review process based on this experience?

### 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 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 E) 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.

### Section G – Submission Verification

Preparer:

Dates met (include email discussions):

List of Faculty who participated in the program Review Process:

### Preparer Verification:

\_\_\_\_\_  
I verify that this program document was completed in accordance with the program review process.

*Please provide additional comments (optional):*