

## 2014-2015 Program Review – Step-by-Step Directions for Non-Staffing Initiatives

1. Find your 2013-14 Program Review (PR) and choose option A or B.
  - a. Option A: Update last year’s PR document using the directions below.
  - b. Options B: Use the PR template found on the VC 2014-15 Program Review website. Copy and paste your past PR information when appropriate using last year’s relevant information.  
\*Note: If you cannot find your PR document from last year (MS Word version), Rachel Marchioni [rmarchioni@vccd.edu](mailto:rmarchioni@vccd.edu) (x6404) should have a copy. Also, a PDF version is on the college website under 2013-14 Program Review.
2. Add your department or service area name to the header on page one.
3. In Section I - copy and paste (where appropriate) all initiatives that are in Section V of the report.
  - a. Close the loop on each of the initiatives you just pasted into Section I by stating whether each initiative was funded or not.
  - b. If the initiative was funded, briefly state (only a few sentences) what impact, if any, you have observed since implementing the initiative.
4. In Section II A, B, C, D – Only change or update if appropriate.
5. In Section II E, F, G - Copy and paste the following vision, mission, and guiding principles over the outdated information in last year’s report.
  - E. College Vision** - Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.
  - F. 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 their learning experience, we serve a highly diverse student body by providing innovative 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.
  - G. College Guiding Principles** - At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:
    - Embrace the strength of diversity
    - Listen with intensity and compassion
    - Communicate with integrity and patience
    - Design student-centered solutions
    - Spark self-confidence and a sense of discovery
    - Pursue our vision and goals with passion
6. In Section II H – Update the hierarchy and faculty if needed.
7. In Section III - Don’t change anything here unless you feel compelled to make adjustments. This was the bulk of your work in prior years.
8. Section IV - Program Vitality – Instructional Areas. Update if needed. Service Areas – skip this section.
9. In Section V for title the section “Findings and Initiatives” – complete Part A (Findings) and B (Initiatives)
  - a. Part A - **Findings**. **This is new!** Your findings should be general observations based on your prior analysis of Section III. List one or multiple findings under this section. See **Program Review – How to Develop Findings and Initiatives** in the VC PR website for additional information.
    - i. **Important:** The **Findings** must be linked to the Ventura College Educational Master Plan Goals, which are in alignment with District Strategic Goals. Our educational master plan goals are:

- VC Educational Master Plan Goal #1 - Continuously improve educational programs and services to meet student, community, and workforce development needs. This goal aligns with District Strategic Goal 1 (increase access and student success).
  - VC Educational Master Plan Goal #2 - Provide students with information and access to diverse and comprehensive support services that lead to their success. This goal aligns with District Strategic Goal 1 (increase access and student success).
  - VC Educational Master Plan Goal #3 - Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community, and the area's economic vitality. This goal aligns with District Strategic Goal 2 (partner more effectively to meet community needs).
  - VC Educational Master Plan Goal #4 - Continuously enhance institutional operations and effectiveness. This goal aligns with District Goal 3 (promote effective use of organizational resources)
  - VC Educational Master Plan Goal #5 - Implement the Ventura College East Campus educational plan. This goal aligns with District Goals 1, 2, and 3.
- b. Part B – **Initiatives**. Delete any initiatives that were funded or no longer requested and add new initiatives numbered 1501, 1502, etc. The new initiatives must be justified using data. That data is attached to this message and on the program review website. Rank your initiatives High, Medium or Low as in the past. (If you have initiatives that you believe are “**Required**,” then please submit them to Dave Keebler for approval by the president, EVP, and VP). The area **highlighted** is new (links initiatives to findings and to VC Educational Master Plan Goals).

**Example:**

**Initiative Title:** Replace Power Train Lab Station. *(provide a brief title)*

**Initiative ID:** DT1507 *(program abbreviation + 2 digit fiscal year + 2 digit initiative number. Maintain initiative ID from prior PR's if any are being carried forward into this review)*

**Links to Finding:** Finding #3 - The Diesel Technology program needs to maintain its laboratory equipment. *(New step this year. Choose the department finding related to this initiative)*

**Initiative Finding Link:** DTF1503 *(This is new for tracking purposes. Abbreviation + F for “finding” + 2 digit fiscal year + 2 digit finding number)*

**Initiative Action:** Purchase and install a replacement Power Train Lab Station = \$20,000. This is an Allison automatic transmission training module, mounted on a stand, with full authority diagnostic control systems. *(Basic description and action for this initiative)*

**Timeline:** 2014-15 *(This is the academic year. The fiscal year is FY15. These timelines will create a multi-year plan for your program/department.)*

**Expected Benefits:** The current power train lab station is obsolete and failing. Students will benefit by learning to industry entry-level how to operate equipment that they will be expected to operate as they obtain employment in the field for which they are being trained. They will benefit by having access to dependable, safe, and current technology. They will benefit by learning to work efficiently with efficient equipment. *(3-4 sentences on expected benefits)*

**Funding Resource Category:** Equipment-non computer

**Estimated Cost:** \$20,000

**Ranking:** H

**R** = Required – mandated or unavoidable needs – only put in if pre-approved by EVP or VP (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

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

10. Section VI - Don't do anything here unless you feel it is appropriate.

11. Section VII - List the name of the preparer and document the dates you met with department faculty to discuss the review.