

How to Complete the 2015-2016 Instructional Program Review

What is program review?

Program review provides a venue through which the college can evaluate its programs with regard to the College Mission and Strategic Goals. This process promotes a self-reflective evaluation of programs in a manner in which faculty can identify successes and areas in need of improvement, as well as establish goals for enhanced programmatic and student success.

How does program review work?

Every college that is accredited by the ACCJC is required to complete program review. However, the process itself varies from college to college. At VC, programs are provided with planning parameters and key data measures that are derived from the college's Educational Master Plan. Programs evaluate the data, identify successes and areas in need of improvement, and then establish initiatives to ensure that improvement occurs. Resource requests that are necessary to complete program initiatives are also captured in program review, and are prioritized for funding by the college. Programs prioritize their own initiatives first. Then, initiatives are prioritized at the division level, then by college committees, and finally at the college level.

Beginning in 2016-2017, comprehensive program reviews will be staggered over the course of three years. In 2016-2017, one third of programs will complete a comprehensive review, while the others will complete an annual update. In 2017-2018, another third of programs will complete a comprehensive review, and so on. As a result, all programs will complete a comprehensive review every three years, with annual updates in intervening years.

In response to an evaluation of the 2014-2015 program review, the program review process has become simplified and more focused. Each instructional program will be provided with a single program-specific datasheet that contains all the data required to complete the review. Further, the form itself has been reduced and simplified in order to focus on the College's high priority areas.

Questions?

Questions about data, process, or timeline:

Phillip Briggs, Dean of Institutional Equity and Effectiveness

pbriggs@vcccd.edu

805.289.6036

Felicia Torres, Administrative Assistant, Institutional Equity and Effectiveness

ftorres@vcccd.edu

805.289.6036

Questions about Budget:

Tim Harrison, Acting Vice President of Administrative Services

tharrison@vcccd.edu

805.289.6348

How do I complete this year's program review?

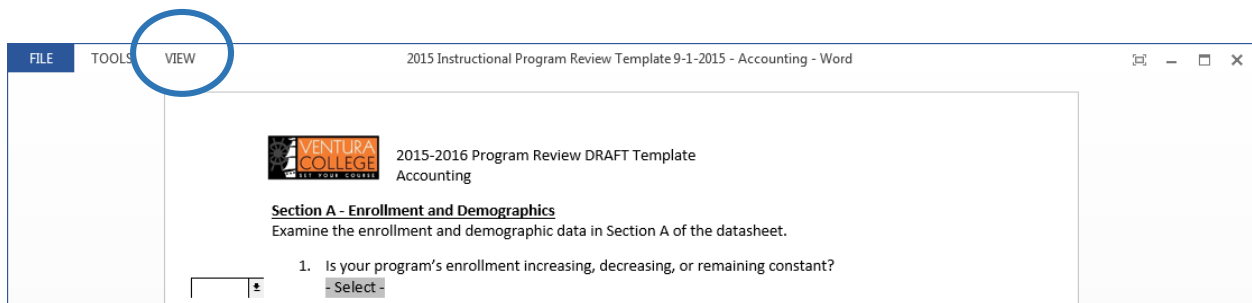
All the documents required to complete program review are posted on the program review website. The steps to access and complete them are below:

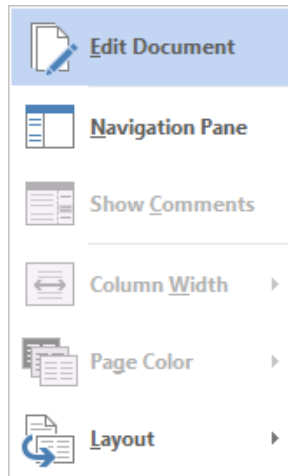
1. Go to the VC program review 2015-2016 website: <http://www.venturacollege.edu/college-information/program-review/program-review-2015-2016>
 - a. You can also get there by going to the VC Homepage – College Information – Program Review – Program Review 2015-2016.
2. Download the datasheet for your program
3. Download the template for your program

2015-2016 Program Review Data and Templates

Instructional Programs	
Accounting Data	Accounting Template
Anthropology Data	Anthropology Template
Architecture Data	Architecture Template
Art Data	Art Template
Astronomy Data	Astronomy Template
Athletics Data	Athletics Template
Automotive Data	Automotive Template
Biological Sciences Data	Biological Sciences Template
Business Data	Business Template

Note. Depending on your computer's version of Microsoft Word, you may not be able to enter information in the template until you click View – Edit Document at the top of the screen. If you aren't able to type into any of the gray response boxes, or select from the gray dropdown lists, this is probably the case.





4. Use the datasheet for your program to answer the questions in the template.
5. There are character limits on most responses. This is to encourage clear and concise responses to the questions.
6. **Section G** contains the initiatives that your program developed in last year’s program review. If any are missing, please enter them in the blank rows provided.
 - a. In this section, you will need to complete the last three columns in the table for each initiative. Indicate whether it was funded or not, its status, and its outcome.

Section G - Previous Year Initiatives

Program	Funding Category	Initiative ID	Initiative Title	Initiative Description	Cost	Grants/Categorical	College Funds	Program Priority	Division Priority	Committee Priority	College Priority	Funded	Status	Outcome
Accounting	General Fund	ACCT1501	Supplemental Instructor for BUS V03	Incorporation of supplemental instruction to increase retention, success, and completion rates.	2,000		2,000	M	L	L	L	- Select -	- Select -	
												- Select -	- Select -	
												- Select -	- Select -	
												- Select -	- Select -	

- i. Funded: was the initiative funded or not? Enter N/A if it did not require funding.
 - ii. Status:
 1. Completed – the initiative has been completed
 2. Discontinued – the initiative was not completed, and work on it has ceased.
 3. Ongoing – the initiative has not been completed and is continuing into next year
 4. Pending – the initiative was funded, but it has not yet been completed because funds have not been allocated yet.
 - iii. Outcome: what outcome did the initiative have on the program (e.g. success rates increased, enrollment increased, more degrees were awarded, etc.)?
- b. Note. If any previous-year initiatives were not funded and are ongoing, they should be included in the initiatives that are prioritized for funding again this year.**

7. **Section H** is where you will enter new program initiatives that will be implemented next year.
- Note. Do not enter previous-year initiatives in Section H. This table should only contain new initiatives that were not included last year.**
 - Do not feel compelled to add initiatives to simply fill all the rows in the table. It is ok to have blank rows.

Section H – 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
					- Select -	- Select -	<input type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	<input type="checkbox"/> Enrollment <input type="checkbox"/> # Under-represented students <input type="checkbox"/> Course Success Rate <input type="checkbox"/> Productivity/Fill Rate <input type="checkbox"/> Degrees/Certificates <input type="checkbox"/> Close equity gaps	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low

- Program: Enter the name of your program (75 character limit)
- Initiative ID: program abbreviation + 2 digit fiscal year +2 digit initiative number
 - Example ACCT1601 = Accounting 2016 initiative 1
 - All initiative ID's in Section H should have 16 as the fiscal year.
 - All previous-year initiatives should be in Section G.
- Initiative Title: brief descriptive title (200 character limit)
- Initiative Description: concise description of the initiative (500 character limit)
- Cost: realistic cost estimate of the initiative. If you are unsure, check with the appropriate personnel before entering it. (30 character limit)
- Funding Source: what type of funds will be used to pay for the initiative?
- Initiative Category: the type of resource you are requesting. If you are unsure, check with the appropriate personnel before entering it.
- Educational Master Plan Goal: which educational master plan goal(s) does this initiative align with? Select all that apply. Educational Master Plan Goals are displayed on page below.
- Expected Improvement: which data metric(s) will improve if this initiative is implemented?
- Program Priority:
 - Req – Required – mandated or unavoidable needs (litigation, contracts, unsafe to operation conditions, etc.)
 - High – approximately 1/3 of the total division's initiatives by initiative category
 - Medium - approximately 1/3 of the total division's initiatives by initiative category
 - Low - approximately 1/3 of the total division's initiatives by initiative category

- xi. Division Priority – same categories as above. This should be completed at the division meeting or by the division dean.
- xii. Committee Priority – same categories as above. This is completed by the committee that prioritizes the initiative.
- xiii. College Priority – same categories as above. This is completed after all other priorities are assigned.

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.

Data Definitions

Enrollment: the number of students who stayed in a course past the census date (i.e. the third Monday of the semester) in a discipline. Students who took multiple courses in a discipline in the same semester count as multiple enrollments for that semester. For example, a student who took 3 History classes in the same semester would count as 3 History enrollments. Students who added a course and then dropped it before the census date are not counted.

Course Success Rate – Number of students who received a grade of A, B, C, or P divided by enrollment

Example: A course has 10 students enrolled. They get the following grades:

A – 3 students

B – 2 students

C – 1 student

D – 0 students

F – 2 students

W – 2 students

The success rate would be $(3 + 2 + 1)/10 = 60\%$.

Productivity (WSCH/FTEF) – a measure of average class size and economic efficiency. Higher values indicate larger class sizes, and thus higher economic efficiency. In order for the college to be fiscally viable, it is necessary for this number to be at or above 525.

Course Fill Rate – the percentage of seats that are full at the census date. Enrollment divided by maximum possible enrollment.

Disciplines and Courses Used to Calculate Program-Level Data

Disciplines and courses were assigned to each program in order to create datasheets that have program-level enrollment, demographic, course success, and productivity data. The list of the disciplines and courses that were assigned to each program is below.

Program	Disciplines/Courses
Accounting	BUS VO1A, BUS VO1B, BUS V03, BUS V04, BUS V07A, BUSV08
Anthropology	ANTH
Architecture	ARCH
Art	ART, PHOT, AES V10, AES V65, AES V66, AES V67
Astronomy	AST
Athletics	ICA
Automotive	AUTO
Biological Sciences	ANAT, ANPH, BIOL, BIOT, PHSO
Business	SUP, All BUS courses not included in Accounting or Medical Assistant Programs
Chemistry	CHEM
Chicano Studies	CHST, CHSTD, AES V20, AES V23, AES V24, SOC V24
Child Development	CD
Communication Studies	COMM, SPCH
Computer Science	CS
Counseling/Personal Growth	GW
Construction Technology	CT
Criminal Justice	CJ
Dance	DANC
Drafting	DRFT
EAC	ACT, EAC, LS
Economics	ECON
Emergency Medical Technician/Paramedic	EMT, PM
Engineering	ENGR
English	ENGL
ESL/ENGM	ESL, ENGM
Environmental Science and Resource Management	ESRM
Foreign Languages/American Sign Language	FREN, GERM, ITAL, JAPN, SPAN, SL, AES V31
Geography/GIS	GEOG, GIS
Geology	GEOL
Health Education/Holistic Studies	HED

Program	Disciplines/Courses
History	HIST, AES V02A, AES V02B, AES V21A, AES V22, AES V40A, AES V40B, AES V41, AES V42A, AES V42B, AES V61, AES V63
Kinesiology	KIN, PE
Manufacturing Technology	MT
Mathematics	MATH
Medical Assistant	BUS V25, BUS V26, BUS V27A, BUS V28A, BUS V29, BUS V97
Music	MUS, AES V12
Nursing Science/CNA	HS, NS
Philosophy	PHIL
Physics	PHYS
Political Science	POLS
Psychology	PSY
Sociology/Human Services	HMSV, SOC, AES V11
Theater Arts	THA
Water Science	WS
Welding	WEL