

## How to Complete the 2015-2016 Service 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 and staff 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](mailto:pbriggs@vcccd.edu)

805.289.6036

Felicia Torres, Administrative Assistant, Institutional Equity and Effectiveness

[ftorres@vcccd.edu](mailto:ftorres@vcccd.edu)

805.289.6036

#### Questions about Budget:

Tim Harrison, Acting Vice President of Administrative Services

[tharrison@vcccd.edu](mailto: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. Datasheets are currently only available for service units that also offer classes. You are also able to view college-level data by clicking on the “College-Level Data” link towards the top of the page.
3. Download the template for your program

Service Programs	
	<a href="#">Admissions &amp; Records Template</a>
	<a href="#">Assessment &amp; Matriculation Template</a>
	<a href="#">CalWORKs Template</a>
	<a href="#">Career Center Template</a>
	<a href="#">Child Development Center Template</a>
	<a href="#">College Services Template</a>
	<a href="#">College Tech Services Template</a>
Counseling Data	<a href="#">Counseling Template</a>
	<a href="#">Distance Education Template</a>
EAC Data	<a href="#">EAC Template</a>

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.

2015 Service Program Review Template 9-2-2015 - Word

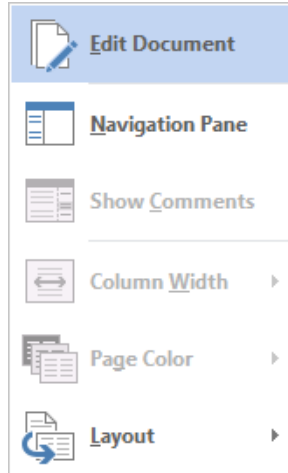
FILE TOOLS VIEW

2015-2016 Program Review DRAFT Template  
[Program Name – Autopopulated]

**Section A – Operating Data**

1. Please enter the number of students that your program has served over the previous three years.

Year	Fall	Spring	Total
2012-2013			
2013-2014			
2014-2015			



4. If your program does not have access to data that is necessary to complete certain portions of the form, simply enter N/A in the response box(es) for those portions.
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 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.
  - a. **Note. Do not enter previous-year initiatives in Section H. This table should only contain new initiatives that were not included last year.**
  - b. 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

- i. Program: Enter the name of your program (75 character limit)
- ii. Initiative ID: program abbreviation + 2 digit fiscal year +2 digit initiative number
  - 1. Example ACCT1601 = Accounting 2016 initiative 1
  - 2. All initiative ID's in Section H should have 16 as the fiscal year.
    - a. All previous-year initiatives should be in Section G.
- iii. Initiative Title: brief descriptive title (200 character limit)
- iv. Initiative Description: concise description of the initiative (500 character limit)
- v. Cost: realistic cost estimate of the initiative. If you are unsure, check with the appropriate personnel before entering it. (30 character limit)
- vi. Funding Source: what type of funds will be used to pay for the initiative?
- vii. Initiative Category: the type of resource you are requesting. If you are unsure, check with the appropriate personnel before entering it.
- viii. 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.
- ix. Expected Improvement: which data metric(s) will improve if this initiative is implemented?
- x. Program Priority:
  - 1. Req – Required – mandated or unavoidable needs (litigation, contracts, unsafe to operation conditions, etc.)
  - 2. High – approximately 1/3 of the total division's initiatives by initiative category
  - 3. Medium - approximately 1/3 of the total division's initiatives by initiative category

- 4. 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.