

## The 2016-2017 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. Additional resources that are necessary to complete program initiatives are also requested through program review, and are prioritized for funding by the college.

A new Educational Master Plan will take effect on January 1, 2017. In 2017-2018, comprehensive program reviews will be conducted to align program goals with the new Educational Master Plan. After comprehensive reviews are conducted, annual program updates will be conducted in subsequent years.

In response to evaluations of the 2014-2015 and 2015-2016 program reviews, the program review process has become simplified and more focused. All necessary data will be accessed from a single link on the program review website. Further, the form itself has been reduced and simplified in order to focus on the College's high priority areas. The college has also implemented a "No SLO, No Dough" policy, in which programs that are not actively participating in the SLO/SUO process will not have their program review resource requests considered for funding.

### **Questions? Come to a Drop-In Program Review Workshop**

Workshop 1 – Tuesday, September 13, 9am – 11am, MCE 343

Workshop 2 – Friday, September 16, 1pm – 3pm, MCE 343

Workshop 3 – Friday, October 7, 1pm – 3pm, MCE 343

### **Questions about Data, Template, Process, Timeline:**

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### **Questions about Budget:**

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## How do I complete this year's program review?

Everything required to complete program review is posted on the program review website.

1. [Click here to go to the VC program review 2016-2017 website.](#)
2. Alternatively, go to the Ventura College Homepage – College Information – Program Review – Program Review 2016-2017.
3. Download the appropriate program review template.
  - a. Internet Explorer – Right click on the template link and select “Save Target As”. Then, open the file from the location where you just saved it.
  - b. Firefox – Click on the link, click the download button in the top right corner, save the file to your computer. Then, open the file from the location where you just saved it.
  - c. Google Chrome – Click on the link, click the download button in the top right corner, save the file to your computer. Then, open the file from the location where you just saved it.
4. Click on the Program Review Data link.
5. Use the data to answer the questions in the template.
  - a. The easiest way to do this is to have two windows open side-by-side: the data in one window and the template in another window.
6. There are character limits on most responses. This is to encourage clear and concise responses to the questions.
7. SAVE YOUR WORK OFTEN to avoid losing information.
8. The sections in which you develop initiatives and request resources have changed.
  - a. All initiatives should focus on improving on a specific metric.
    - i. Example initiative: “We will increase our course success rate by 10%.”
    - ii. “Hire a full-time instructor” is not an acceptable initiative.
  - b. All resource requests should be in support of an initiative.
  - c. Do not enter day-to-day operational requests or requests for ongoing, recurring expenses in your program review. This type of request should be made through either the FMO department or your division dean.
  - d. In the section on previous-year initiatives, review your 2015-2016 initiatives from last year in order to inform the initiatives you would like considered for prioritization.
  - e. The number of 2016-2017 initiatives you can enter on the form is limited to six for program-level reviews, or four for division-level reviews. This will allow the college to better streamline the initiative prioritization process. These will be the only initiatives that will be included for prioritization this year.
  - f. Faculty/staff hiring requests have been given their own section, and are no longer associated with initiatives. This will allow the college to better streamline the initiative prioritization process.
9. After entering initiatives, they will automatically populate in the table in the 2016-2017 Initiative Prioritization section. In this table, you will need to prioritize the initiatives 1 through 6, based on their importance to your program. Priority 1 should be given to the most important initiative for your program, priority 2 should be given to the second most important initiative, and so on.
10. Before submitting the form, you will need to sign it electronically using Adobe's secure digital ID system. To do this, click in the verification box and follow the instructions. This step eliminates the need for submission of paper forms. It also conforms to an industry-standard electronic signature protocol.

11. Once you have completed the form, including all required electronic signatures, click the “Submit” button at the bottom of the form. This will automatically email the completed form to the IEE Office.
12. To have program review resource requests prioritized and considered for funding, program reviews must be submitted to the IEE Office by 11:59pm on October 9, 2016.

### **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**

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

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

**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.

**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.

**Student Service Six-Factor Survey Results** – Point-of-service surveys were completed by students who visited a student service in April, 2016.

**Student Service Usage** – all GradesFirst student contacts that occurred between May 15, 2015, and May 18, 2016, in which “No” was marked in the “No Show” field.

### **Disciplines and Courses Used to Calculate Instructional Program-Level Data**

Disciplines and courses were assigned to each program in order to create program-level data. The list of the disciplines and courses that were assigned to each program is below.

<b>Program</b>	<b>Disciplines/Courses</b>
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 the Medical Assistant Program
Chemistry	CHEM
Chicano Studies	CHST, CHSTD, AES V20, AES V23, AES V24, SOC V24
Child Development	CD
Communication Studies	COMM, SPCH
Computer Science	CS
Construction Technology	CT
Counseling Instruction	GW, COUN
Criminal Justice	CJ
Dance	DANC
Drafting	DRFT
EAC	ACT, EAC, LS
Economics	ECON
Emergency Medical Technician/Paramedic	EMT, PM
Engineering	ENGR
English/IDS	ENGL, IDS (Excludes IDS N100), SS
Environmental Science and Resource Management	ESRM
ESL/ENGM	ESL, ENGM
Foreign Languages	FREN, GERM, ITAL, JAPN, SPAN, SL, AES V31
Geography/GIS	GEOG, GIS
Geology	GEOL
Health Education/Holistic Studies	HED
History	HIST, AES V02A, AES V02B, AES V21A, AES V22, AES V40A, AES V40B, AES V41, AES V42A, AES V42B, AES V61, AES V63
Human Services	HMSV
Kinesiology	KIN, PE
Library Instruction	LIB
Manufacturing Technology	MT

<b>Program</b>	<b>Disciplines/Courses</b>
Mathematics	MATH
Medical Assistant	BUS V25, BUS V26, BUS V27A, BUS V28A, BUS V29, BUS V97
Music	MUS, AES V12
Nursing Science	NS
Philosophy	PHIL
Physics	PHYS
Political Science	POLS
Psychology	PSY
Sociology	SOC, AES V11
Theater Arts	THA
Water Science	WS
Welding	WEL