

### Instructional Program

#### 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 Program Review

### Section A - Course Success Rate

Examine your program's course success rate data. Ventura College has set a standard of 66.7% for its course success rate.

1. Was your program's 2015 course success rate higher than the college standard of 66.7%?  
 Yes  No
2. Was your program's 2015 course success rate higher than the overall college success rate?  
 Yes  No
3. Is your program's course success rate increasing, decreasing, or remaining constant?  
 Increasing  Decreasing  Remaining Constant
4. Are there gaps between demographic groups (ethnicity, gender) in your program's course success rate?  
 Yes  No
5. Briefly describe the reason(s) for the trend in your program's course success rate, and for any gaps between demographic groups (1,000 characters max).

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Based on your data analysis above, enter 1-2 initiatives below that describe how your program will increase its course success rate.

| Initiative   | Data  |   | Resources Needed to Meet Initiative                         |   |                                       |               |                         |   |                        |
|--|---|---|---|---|---------------------------------------|---------------|-------------------------|---|------------------------|
| What will your program do to increase its course success rate? | Which metric(s) will this initiative improve?   | How many students will this initiative directly impact? | 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"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
|  | <input type="checkbox"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |

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### Section B - Degrees and Certificates Awarded

VC has set a standard to award a minimum of 1,178 degrees and certificates each year. Programs that have awarded fewer than 15 degrees/certificates over the past five years may be placed on discontinuance.

1. Does your program offer a degree or certificate of achievement?

Yes  No

*If yes, please examine the degree and certificate data, and skip to question 3. If no, please answer question 2.*

2. How does your program contribute to Ventura College's meeting of its standard of awarding 1,178 degrees and certificates each year? (e.g. providing general education, IGETC, CSU-GE courses, etc.) (1,000 characters max). *After answering this question, skip to section C.*

3. Describe the trend in the number of degrees/certificates that your program has awarded over the past 5 years, and the reasons for the trend. In particular, if any active degree/certificate is on program warning, please address the reason(s) why it is on warning and your plan for improvement.

4. Are there gaps between demographic groups (ethnicity, gender) in the number of degrees and certificates awarded by your program?

Yes  No

5. If yes, please describe the gaps, and the reasons for any gaps between demographic groups (1,000 characters max).

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Based on your data analysis above, enter 1-2 initiatives below that describe how your program will increase the number of degrees and/or certificates it awards to students.

| Initiative   | Data   |   | Resources Needed to Meet Initiative                         |   |                                       |               |                         |   |                        |
|--|--|---|---|---|---------------------------------------|---------------|-------------------------|---|------------------------|
| What will your program do to increase the number of degrees and/or certificates it awards to students? | Which metric(s) will this initiative improve?  | How many students will this initiative directly impact? | 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"/> Course Success Rate<br><input type="checkbox"/> Degrees/ Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
|  | <input type="checkbox"/> Course Success Rate<br><input type="checkbox"/> Degrees/ Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |

**Section C - Student Learning Outcomes**

1. Are there any courses your program offers that have never been assessed?

Yes  No

2. If yes, list the courses and explain why they haven't been assessed. (1,000 characters max)

3. What percentage of your program's courses have assessed at least half of their SLO's?

\_\_\_\_\_ %

4. Have you made any changes to courses based on the results of SLO assessments?

Yes  No

5. If yes, briefly describe the changes were made and the impact they had on student learning. (1,000 characters max)

6. How many courses have assessed SLO's, implemented a change, and then re-assessed the SLO's (i.e. "closed the loop")?

\_\_\_\_\_ courses

7. How closely have you adhered to your SLO rotational plan? (Examine TracDat "Adherence to Assessment Cycle" Report)

Completely       Mostly       Partially       Not at All

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8. Did anything impede your ability to adhere to your SLO rotational plan? (Examine TracDat “Adherence to Assessment Cycle” and “Adherence to PSLO Assessment Cycle” Reports) (1,000 characters max)

9. How does your program facilitate the achievement of the college’s institutional learning outcomes? (1,000 characters max)

10. How many department/program meetings have you held in the previous year in which SLO’s have been discussed?  
\_\_\_\_\_ meetings

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Based on your data analysis above, enter 1-2 initiatives below that describe how your program will improve student learning.

| Initiatives  | Data  |   | Resources Needed to Meet Initiative                         |   |                                       |               |                         |   |                        |
|--|---|---|---|---|---------------------------------------|---------------|-------------------------|---|------------------------|
|  | Which metric(s) will this initiative improve?   | How many students will this initiative directly impact? | 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)? |
| What will your program do to improve student learning? | <input type="checkbox"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
|  | <input type="checkbox"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |



**Section D - Previous Year Initiatives**

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

## 2016-2017 Instructional Program Review

### Section E – 2016-2017 Program 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 program do to improve student achievement and learning? | Which metric(s) will this initiative improve?   | How many students will this initiative directly impact? | 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"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
|            |  | <input type="checkbox"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |

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| Initiative |  | Data  |   | Resources Required to Meet Initiative                       |   |                                       |               |                         |   |                        |
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|            |  | <input type="checkbox"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |

2016-2017 Instructional Program Review



| Initiative |  | Data  |   | Resources Required to Meet Initiative                       |   |                                       |               |                         |   |                        |
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| Priority   | What will your program do to improve student achievement and learning? | Which metric(s) will this initiative improve?   | How many students will this initiative directly impact? | 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"/> Course Success Rate<br><input type="checkbox"/> Degrees/Certificates Awarded<br><input type="checkbox"/> Equity gaps<br><input type="checkbox"/> SLO's |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Equipment<br><input type="checkbox"/> Supplies<br><input type="checkbox"/> Technology<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Student Workers<br><br><i>*Use page 13 for faculty/staff hiring requests</i> |                                       |               |                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
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**Section F - Full-Time Faculty Hire Requests**

| Priority | Request Type | Discipline/Program | Brief Description | Has this position been requested in a past year? | If so, which year(s)? |
|----------|--------------|--------------------|-------------------|--|-----------------------|
| 1        |              |                    |                   |  |                       |
| 2        |              |                    |                   |  |                       |
| 3        |              |                    |                   |  |                       |
| 4        |              |                    |                   |  |                       |

**Section G - 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 Program Review

### Section H – 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 I – 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.

### Dean Verification:

\_\_\_\_\_  
I verify that I have reviewed this program review document and find it complete. *The dean may also provide comments (optional):*