

## Ventura College Comprehensive Program Review Process

The [Ventura College 2017-2023 Educational Master Plan](#) will take effect on July 1, 2017. The primary objectives of this plan are for VC to become one of the top five community colleges in the state on key student success metrics and to close equity gaps between gender and ethnic groups. To ensure that the entire college is focused on this vision, we will begin our comprehensive program planning cycle in fall 2017.

### Instructional Programs

- Reviews will be conducted at two levels – program and division.
- Program reviews will focus on student success, equity, and SLO's.
- Division reviews will focus on enrollment management.
- Comprehensive reviews will occur on a 3-year staggered cycle.
  - Division-Level Review
    - Each division will complete a comprehensive review and three -year plan in fall 2017.
  - Program-Level Review
    - 1/3 of programs will complete a comprehensive review and three -year plan in fall 2017.
    - 1/3 of programs will complete a comprehensive review and three -year plan in fall 2018.
    - 1/3 of programs will complete a comprehensive review and three -year plan in fall 2019.
- In the comprehensive review and three-year plan, programs and divisions will review prior-year data and set objectives for the next three years that align with the objectives in the 2017-2023 Educational Master Plan.
  - Example – Increase the number of degrees awarded by 10% within three years.
- Programs and divisions will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, programs and divisions will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

### Student Service Programs

- Student service reviews will focus on service usage, student demographics, the six factors of student success, and SUO's.
- Comprehensive reviews will occur on a three -year staggered cycle.
  - 1/3 of services will complete a comprehensive review and three -year plan in fall 2017.
  - 1/3 of services will complete a comprehensive review and three -year plan in fall 2018.
  - 1/3 of services will complete a comprehensive review and three -year plan in fall 2019.
- In the comprehensive review and 3-year plan, services will set three -year objectives that align with the objectives in the 2017-2023 Educational Master Plan.
  - Example – Increase scores on six-factor survey by 10%.
- Services will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, services will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

**Administrative Service Programs**

- Administrative service reviews will focus on improving the quality of their services, as measured through faculty, staff, and student surveys, and SUO assessments.
- Comprehensive reviews will occur on a three -year cycle.
  - All administrative services will complete a comprehensive review and three -year plan in fall 2017.
- In the comprehensive review and three -year plan, services will set three -year objectives that align with the objectives in the 2017-2023 Educational Master Plan.
  - Example – Increase faculty, staff, and student ratings of service quality by 10%.
- Services will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, services will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

**Data Metrics**

As part of the program review, programs will examine key data metrics that align with the 2017-2023 Educational Master Plan. The metrics for each type of review are shown below.

| Instructional Program Review   | Instructional Division Review  | Student Service Review   | Administrative Service Review                               |
|--|--|--|---|
| 1. Course success rate (overall, by gender, by ethnicity)<br>2. Degrees and certificates awarded (overall, by gender, and by ethnicity)<br>3. Labor Market Data (CTE Programs Only)<br>4. Course SLOs<br>5. Program SLOs | 1. Enrollment (overall, by gender, and by ethnicity)<br>2. Course fill rate<br>3. Productivity (WSCH/FTEF) | 1. Student usage of service (overall, by gender, and by ethnicity)<br>2. Student perception of service (as measured through 6 Success Factors survey)<br>3. SUOs | 1. Faculty survey data<br>2. Student survey data<br>3. SUOs |

**Programs that Complete Program Review**

**Instructional Programs (29)**

Department chairs, Deans, and the VP of Academic Affairs were sent a survey to assess their preferences for how programs are defined. In the April 25, 2017, Department Chair Council meeting, the survey results were discussed and modifications were made to the program list. Further modifications were made through May 1, 2017, and resulted in the list of programs below.

1. Agriculture
  - a. AG
2. Anthropology
  - a. ANTH
3. Applied Sciences
  - a. ATEB
  - b. ATEC
  - c. ATEM
  - d. ATET
  - e. ATEW

4. Architecture, Drafting, and Construction Technology
  - a. ARCH
  - b. CT
  - c. DRFT
5. Art
  - a. ART
  - b. FILM
  - c. PHOT
6. Athletics/Kinesiology
  - a. ICA
  - b. KIN
7. Automotive/Diesel
  - a. AUTO
  - b. DM
8. Behavioral Sciences
  - a. HMSV
  - b. PHIL
  - c. PSY
  - d. SOC
9. Business
  - a. BUS
  - b. SUP
10. Chemistry
  - a. CHEM
11. Child Development
  - a. CD
  - b. EDU
12. Communication Studies
  - a. COMM
13. Criminal Justice
  - a. CJ
  - b. POSC
14. Engineering
  - a. ENGR
15. English
  - a. ENGL
  - b. IDS
  - c. SS
16. ESL
  - a. ESL
  - b. ENGM
17. Geosciences
  - a. ESRM
  - b. GIS
  - c. GEOG
  - d. GEOL
18. Health Education
  - a. HED
19. Health Sciences
  - a. HS
  - b. NS

- 20. Life Science
  - a. ANAT
  - b. ANPH
  - c. BIOL
  - d. BIOT
  - e. MICR
  - f. PHSO
- 21. Manufacturing Technology and Welding
  - a. MT
  - b. WEL
- 22. Mathematics and Computer Science
  - a. CS
  - b. MATH
- 23. Medical Assistant
  - a. Selected BUS courses
- 24. Modern Languages
  - a. FREN
  - b. GERM
  - c. ITAL
  - d. JAPN
  - e. SL
  - f. SPAN
- 25. Paramedic/EMT
  - a. EMT
  - b. PM
- 26. Performing Arts
  - a. DANC
  - b. MUS
  - c. THA
- 27. Physics/Astronomy
  - a. AST
  - b. PHYS
  - c. PHSC
- 28. Social Sciences
  - a. CHST
  - b. ECON
  - c. HIST
  - d. POLS
- 29. Water Science
  - a. WS

**Instructional Divisions (7)**

- 1. English, Math, and Learning Resources
- 2. Health, Kinesiology, Athletics, Performing Arts, and Contract Education
- 3. Off-Campus Programs
- 4. Sciences and Professional Development
- 5. Student Affairs Instruction
- 6. Visual Arts, Behavioral and Social Sciences, Languages, and Distance Education
- 7. Workforce and Economic Development

### **Student Service Programs (24)**

1. Admissions and Records
2. Assessment Testing and Matriculation
3. CalWORKS
4. Career Center
5. Child Development Center (Academic Affairs)
6. Counseling\*
7. EAC\*
8. EOPS\*
9. Financial Aid
10. First Year Experience
11. International Students Center
12. Learning Resource and Testing Center (Academic Affairs)
13. Library\* (Academic Affairs)
14. MESA
15. Pirate's Cove
16. Student Activities
17. Student Advocacy Center
18. Student Health Center
19. Student Connect
20. Student Outreach
21. Transfer Center
22. Tutoring Center (Academic Affairs)
23. VC Santa Paula
24. Veterans Resource Center

\*Includes both instructional and service components. These programs will complete a service review, with the addition of an instructional course SLO section.

### **Administrative Service Programs (5)**

1. College Marketing
2. Facilities, Maintenance, and Operations
3. Information Technology
4. Institutional Equity and Effectiveness
5. Student Business Office

### **Three-Year Comprehensive Program Review Cycle**

In 2017-2018, VC will be moving to a three-year staggered program review cycle. Programs will complete a comprehensive review in year one of the cycle, followed by annual updates in years two and three. Comprehensive reviews for instructional and service programs will be staggered across 2017, 2018, and 2019. All divisions and administrative services will complete a comprehensive review in 2017.

## Instructional Programs (29)

| Program                                | Division               | Year of Comprehensive Review |
|--|------------------------|------------------------------|
| Architecture, Drafting, and Const Tech | WED                    | 2017                         |
| Art                                    | Beh, Soc Sci, Art      | 2017                         |
| Business                               | WED                    | 2017                         |
| Engineering                            | Sciences               | 2017                         |
| ESL                                    | English/Math           | 2017                         |
| Life Science                           | Sciences               | 2017                         |
| Mathematics and Computer Science       | English/Math           | 2017                         |
| Medical Assistant                      | WED                    | 2017                         |
| Performing Arts                        | Health, Kin, Perf Arts | 2017                         |
| Social Sciences                        | Beh, Soc Sci, Art      | 2017                         |
| Behavioral Sciences                    | Beh, Soc Sci, Art      | 2018                         |
| Chemistry                              | Sciences               | 2018                         |
| Child Development                      | WED                    | 2018                         |
| English                                | English/Math           | 2018                         |
| Geosciences                            | Sciences               | 2018                         |
| Health Education                       | Health, Kin, Perf Arts | 2018                         |
| Health Sciences                        | WED                    | 2018                         |
| Manufacturing Tech and Welding         | WED                    | 2018                         |
| Physics/Astronomy                      | Sciences               | 2018                         |
| Water Science                          | WED                    | 2018                         |
| Agriculture                            | Sciences               | 2019                         |
| Anthropology                           | Sciences               | 2019                         |
| Applied Sciences                       | WED                    | 2019                         |
| Athletics/Kinesiology                  | Health, Kin, Perf Arts | 2019                         |
| Automotive/Diesel                      | WED                    | 2019                         |
| Communication Studies                  | English/Math           | 2019                         |
| Criminal Justice                       | WED                    | 2019                         |
| Modern Languages                       | Beh, Soc Sci, Art      | 2019                         |
| Paramedic/EMT                          | WED                    | 2019                         |

## Instructional Divisions (7)

| Division  | Year of Comprehensive Review |
|---|------------------------------|
| Behavioral, Social Sciences, Languages, and DE Division | 2017                         |
| English, Math, Learning Resources Division              | 2017                         |
| Health, Kinesiology, Performing Arts Division           | 2017                         |
| Off-Campus Programs Division                            | 2017                         |
| Sciences and Professional Development Division          | 2017                         |
| Student Affairs Instruction Division                    | 2017                         |
| Workforce and Economic Development Division             | 2017                         |

**Student Service Programs (24)**

| Program                              | Division        | Year of Comprehensive Review |
|--------------------------------------|-----------------|------------------------------|
| Admissions and Records               | Student Affairs | 2017                         |
| Assessment Testing and Matriculation | Student Affairs | 2017                         |
| CalWORKS                             | Student Affairs | 2017                         |
| EAC*                                 | Student Affairs | 2017                         |
| Financial Aid                        | Student Affairs | 2017                         |
| Student Health Center                | Student Affairs | 2017                         |
| Student Connect                      | Student Affairs | 2017                         |
| Transfer Center                      | Student Affairs | 2017                         |
| Counseling*                          | Student Affairs | 2018                         |
| EOPS*                                | Student Affairs | 2018                         |
| First Year Experience                | Student Affairs | 2018                         |
| Learning Resource and Testing Center | English/Math    | 2018                         |
| Library*                             | English/Math    | 2018                         |
| Pirate's Cove                        | Student Affairs | 2018                         |
| Tutoring Center (Academic Affairs)   | English/Math    | 2018                         |
| VC Santa Paula                       | Student Affairs | 2018                         |
| Career Center                        | Student Affairs | 2019                         |
| Child Development Center             | WED             | 2019                         |
| International Students Center        | Student Affairs | 2019                         |
| MESA                                 | Student Affairs | 2019                         |
| Student Activities                   | Student Affairs | 2019                         |
| Student Advocacy Center              | Student Affairs | 2019                         |
| Student Outreach                     | Student Affairs | 2019                         |
| Veterans Resource Center             | Student Affairs | 2019                         |

**Administrative Service Programs (5)**

| Program                                 | Year of Comprehensive Review |
|---|------------------------------|
| College Marketing                       | 2017                         |
| Facilities, Maintenance, and Operations | 2017                         |
| Information Technology                  | 2017                         |
| Institutional Equity and Effectiveness  | 2017                         |
| Student Business Office                 | 2017                         |

**Program Review Resource Requests**

Discussions regarding program review resource requests have occurred across the campus, including at the College Planning Committee, Budget Resource Committee, Academic Senate, and the Department Chairs Council. One specific issue has to do with the number of resources that a program can request in a given year. Prior to 2016-2017, programs could request an unlimited number of resources each year. This resulted in a long prioritization process after which only a small percentage of requests were funded. To streamline this process, the number of resource requests was capped at six in 2016-2017. This reduced the burden on the prioritization process, but also meant that large programs didn't have the capacity to request a full complement of needed resources.

In 2017-2018, a revised process was developed to balance program size with a streamlined prioritization process. Programs will be able to document an unlimited number of resource needs in their program review. However, depending on the size of the program, they will only be able to send forward 6-12 requests for prioritization each year.

### Instructional Programs

Fall 2016 FTES was used to determine program size. The VPAA reviewed this data to determine the maximum number of resource requests each program can send forward each year.

| Instructional Program          | Fall 2016 Total FTES* | FTES Range | Max Resource Requests |
|--------------------------------|-----------------------|------------|-----------------------|
| Math/Computer Science          | 636.67                | 250+       | 12                    |
| English                        | 526.39                | 250+       | 12                    |
| Behavioral Sciences            | 393.85                | 250+       | 12                    |
| Social Sciences                | 317.81                | 250+       | 12                    |
| Life Science                   | 282.6                 | 250+       | 12                    |
| Art                            | 264.97                | 250+       | 12                    |
| Athletics/Kinesiology          | 248.31                | 250+       | 12                    |
| Chemistry                      | 204.65                | 150 - 250  | 10                    |
| Business                       | 176.49                | 150 - 250  | 10                    |
| Criminal Justice               | 168.7                 | 150 - 250  | 10                    |
| Health Sciences                | 153.27                | 150 - 250  | 10                    |
| Performing Arts                | 149.53                | 150 - 250  | 10                    |
| Modern Languages               | 139.74                | 100 - 150  | 8                     |
| Health Education               | 112.9                 | 100 - 150  | 8                     |
| Geosciences                    | 103.96                | 100 - 150  | 8                     |
| Communication Studies          | 100.09                | 100 - 150  | 8                     |
| Physics/Astronomy              | 84.48                 | 0 - 100    | 6                     |
| Automotive/Diesel              | 84.36                 | 0 - 100    | 6                     |
| Anthropology                   | 79.23                 | 0 - 100    | 6                     |
| Child Development              | 69.15                 | 0 - 100    | 6                     |
| Manufacturing Tech and Welding | 48.46                 | 0 - 100    | 6                     |
| Arch, Drafting, and Const Tech | 47.4                  | 0 - 100    | 6                     |
| EMT/Paramedic                  | 46.27                 | 0 - 100    | 6                     |
| Medical Assistant              | 30.1                  | 0 - 100    | 6                     |
| Water Science                  | 24.4                  | 0 - 100    | 6                     |
| Engineering                    | 12.1                  | 0 - 100    | 6                     |
| ESL                            | 7.89                  | 0 - 100    | 6                     |
| Applied Sciences               | 0.08                  | 0 - 100    | 6                     |
| Agriculture                    | 0                     | 0 - 100    | 6                     |

\*Total FTES, including non-residents.

### Instructional Divisions

In 2016-2017, instructional divisions were re-organized in order to (among other things) more equally spread work across the college. As such, each instructional division will be able to send forward the same number of resource requests for prioritization each year. Division resource requests will be made through the division review, and will be prioritized in addition to program-level resource requests.

| Instructional Division   | Max Resource Requests |
|--|-----------------------|
| English, Math, and Learning Resources  | 8                     |
| Health, Kinesiology, Athletics, Performing Arts, and Contract Education        | 8                     |
| Off-Campus Programs  | 8                     |
| Sciences and Professional Development  | 8                     |
| Student Affairs Instruction  | 8                     |
| Visual Arts, Behavioral and Social Sciences, Languages, and Distance Education | 8                     |
| Workforce and Economic Development   | 8                     |



**Student Service Programs**

Student Service program size was based on the number of unique students served between July 1, 2016, and May 3, 2017. In some cases, this number was estimated due to a lack of uniform data collection mechanisms. The Vice President of Student Affairs reviewed this data to determine the maximum number of resource requests each program can send forward each year.

| Student Service Program       | 2016-17 Headcount* | Headcount Source            | Max Resource Requests |
|-------------------------------|--------------------|-----------------------------|-----------------------|
| Library                       | 13,000             | Estimate from Prior Year    | 12                    |
| Counseling                    | 12,042             | GradesFirst                 | 12                    |
| Student Outreach              | 12,000             | Internal Estimate           | 12                    |
| Financial Aid                 | 5,992              | GradesFirst                 | 12                    |
| Student Connect               | 5,429              | GradesFirst                 | 12                    |
| LRC/Testing Center            | 4,812              | GradesFirst                 | 12                    |
| Tutoring Centers              | 3,093              | GradesFirst                 | 12                    |
| Assessment                    | 3,039              | GradesFirst                 | 12                    |
| Student Activities            | 3,000              | Estimate from Prior Year PR | 12                    |
| Student Health Center         | 3,000              | Estimate from Prior Year PR | 12                    |
| Admissions and Records        | 2,773              | GradesFirst                 | 12                    |
| Transfer Center               | 1,275              | GradesFirst                 | 6                     |
| EAC                           | 1,270              | Banner                      | 6                     |
| EOPS                          | 731                | Internal Estimate           | 6                     |
| Pirate's Cove                 | 529                | GradesFirst                 | 6                     |
| Career Center                 | 498                | GradesFirst                 | 6                     |
| VC Santa Paula                | 405                | GradesFirst                 | 6                     |
| Freshman Year Experience      | 300                | GradesFirst                 | 6                     |
| Veterans Resource Center      | 247                | GradesFirst                 | 6                     |
| Child Development Center      | 225                | Estimate from Prior Year PR | 6                     |
| CalWorks                      | 172                | GradesFirst                 | 6                     |
| Mesa                          | 125                | GradesFirst                 | 6                     |
| International Students Center | 25                 | Internal Estimate           | 6                     |
| Student Advocacy Center       | 0                  | N/A                         | 6                     |

\*Number of unduplicated students who used the service between July 1, 2016, and May 3, 2017.

**Administrative Service Programs**

It is more difficult to quantify program size for administrative service programs because they indirectly impact nearly all students on campus. Thus, program size was determined by examining a variety of different factors. After this examination, the Vice President of Business and Administrative Services determined the maximum number of resource requests that each program can send forward each year.

| Administrative Service Program          | Max Resource Requests |
|---|-----------------------|
| College Marketing                       | 6                     |
| Facilities, Maintenance, and Operations | 12                    |
| Information Technology                  | 12                    |
| Institutional Equity and Effectiveness  | 6                     |
| Student Business Office                 | 6                     |

**2017-2018 Program Review Timeline**

**August 7, 2017** – Program review opens

**September 22, 2017** – Program review due to Dean

**October 1, 2017** – Final program review due to IEE Office

**October 3, 2017** – Resource requests sent to Vice Presidents for area prioritization

**October 25, 2017** – Vice Presidents give presentations at College Planning Committee

**October 26, 2017** – Resource requests sent to committees for college prioritization

**November 30, 2017** – Prioritized faculty requests due to IEE Office

**December 1, 2017** – Prioritized faculty requests sent to College President

**February 22, 2018** – All other prioritized requests due to IEE Office

**February 23, 2018** – All other prioritized requests sent to College President

**March 28, 2018** – Final prioritized requests presented to College Planning Committee

Program Review Timeline and Resource Request Prioritization Process

