



Section A – Operating Data

1. Please enter the number of students (faculty, staff, and administrators comprise our students) that your program has served over the previous three years.

Year	Fall	Spring	Total
2012-2013	328	245	573
2013-2014	348	284	632
2014-2015	482	345	827

2. Is the number of students served by your program increasing, decreasing, or remaining constant? **Increasing**
- Select -
3. Describe the reason(s) for this trend (600 characters max).

Each year we expand awareness of Professional Development activities. Each year we have an increase in attendance as we adjust by adding more and more meaningful workshops. With the recent passage of Governor Bill 2558 for professional development for all staff and faculty on the campuses, we continue to see an increase in enrollment at events.

We do not readily have this data available. However, we track numbers of attendees at our events and flex week activities.

Numbers include orientations, SITE, semester workshops and Flex day workshops. Some numbers may include duplicates.

4. Enter the number of students from each demographic group that your program served in the 2014-2015 academic year.

Race/Ethnicity	Number of Students Served in 2014-2015
Asian	
Black	
Hispanic	
Native Amer	
Pacific Islander	
Two or More Races	
Unknown	
White	
Gender	Number of Students Served in 2014-2015
Female	
Male	

5. Are you able to increase the number of students your program serves and/or serve more students from underrepresented groups?
No



If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

6. If no, please describe why your program is unable to do this (600 characters max).

We do not have this data.

Section B – Services Offered

Please describe the type of services that your program offers.

Service Offered (100 characters max)	Offered Face to Face (Day)	Offered Face to Face (Evening)	Offered Online	% of Total Students Served who Used this Service in the Past Year
Summer Institute for Teaching Excellence	Yes	No	No	0.00%
New Online Teacher Training	Yes	Yes	Yes	0.00%
New Part time and full time faculty orientation	Yes	Yes	No	0.00%
New Classified Orientation	Yes	No	No	0.00%
Flex days workshops for Classified and Faculty	Yes	Yes	Yes	0.00%
Ongoing professional Development trainings	Yes	Yes	Yes	0.00%
Culture and Diversity Events	Yes	Yes	No	0.00%

1. Are you able to improve the quantity or quality of services that your program offers?
Yes

If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.



2. If no, please describe why your program is unable to do this (600 characters max).

Section C – Service Unit Outcomes

Please enter the following SUO information for your program.

Service Unit Outcome	Date/Semester of Most Recent Assessment	Brief Description of Assessment Results	Changes Made as Result of Assessment	Date/Semester of Next Assessment
Increase attendance at Professional Development Trainings	Spring 2015	Achieved Goal	Continued increase activities relevant to each stakeholder	Spring 2016
Improve organization and promotion of Culture and Diversity Events	Spring 2015	Some achievement was made however, we believe this new years approach will render more success	Increase organization, expanded participation on committee, received increased funds	Spring 2016
Expand online offerings of Professional Development	Spring 2015	Achieved Goals	While we have increased online PD offerings we see room for expansion	Spring 2016

1. How does your program facilitate the achievement of the college’s institutional student learning outcomes or institutional service unit outcomes? (600 characters max)



Professional Development is critical for employee knowledge in the service areas as well as the classroom. As all are trained to achieve higher quality results in their respective areas student success fosters. The culture and diversity component meets college equity goals. The online offerings meet college and district online education student success goals. Flex activities meets state required flex activity guidelines. Workshop and event activities meets Senate Bill 2558 requirements. All activities help increase student success as we work toward our mission of being a Beacon of Learning.

Further, in past accretitation reports, the college was dinged for lacking coherent communication. By taking what we currently have to the next level, we can serve the college’s communication goals.

2. How many department/program meetings have you held in the previous year in which SUO’s have been discussed?
18 meetings
3. Are you able to improve the service unit outcomes for your program (i.e. number of SUO’s assessed, adherence to rotational plan, improved SUO assessment results, etc.)?
Yes

If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

4. If no, please describe why your program is unable to do this (600 characters max).

Section D – Program Staffing

Please enter the following staffing information.

Type	Headcount	FTE
Full-Time Non-Instructional Faculty	0	
Adjunct Non-Instructional Faculty	0	
Classified Staff	.5	
Unclassified Staff	0	

1. Describe any changes in the staffing levels in your program over the past three years, and if applicable, describe how these changes have impacted your program (600 characters max).



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Professional Development

All work is currently being done on a volunteer basis without specific funding. Funding is provided for Flex week activities. Administration of activities is housed with a dean that has an administrative assistant that supports the activities in event management. Additionally, the two staff members in Distance Education help support all professional development online and in DE trainings.



Section E - 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
Professional Development	Professional Development Deans Initiative	PD 1502	Support all Professional Development activities and events going through the professional development committee	The Professional development committee is a college wide committee that supports classified and faculty development. We would like the college to respect and support this committee in being the resource for overseeing and advising on all professional development activities and PD funding on campus. This initiative will support big picture planning to avoid	0		0	H	H	M	M	na - Select -	no- Select -	Not fully achieved



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Professional Development

				redundancies and assure that all areas are supported.										
Professional Development	Grant	PD1501spring	Alas grant participation	ALAS grant participation in Faculty Development and Fellows programs. Requires release time of .2 for Faculty Coordinator	0	12,500	0	H	L	L	L	yes - Select -	Ongoing - Select -	Now in year two of grant
Professional Development	PD College Wide ALAS Professional Mini Grant	PD 1502spring	Alas grant participation	Mini grant program for professional development and student success projects	0	30,000	0	H				yes - Select -	Ongoing - Select -	Now in year two
												- Select -	- Select -	



Section F – 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
Professional Development	1501 fall	Classified Release time	Give .20 reassigned time to a classified leader for serving as the Professional Development Co-Chair and working on the coordination of all events	Depends on pay approx. 9000 to 12,800	- Select - college funds	- Select - general funds	<input checked="" type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	xEnrollment x# Under-represented students xQuantity/ Quality of Services xCourse Success Rate xProductivity/ Fill Rate xClose equity gaps	<input type="checkbox"/> Req <input checked="" 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
Professional Development	1502 fall	Faculty Release Time	Give .40 reassigned time to a classified leader for serving as the Professional Development Co-Chair and working on the coordination of all events	Depends on pay approx. 26,000	- Select - college funds	- Select - general funds	<input checked="" type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	xEnrollment x# Under-represented students xQuantity/ Quality of Services xCourse Success Rate xProductivity/ Fill Rate xClose equity gaps	<input type="checkbox"/> Req <input checked="" 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



2015-2016 Program Review
Professional Development

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
Professional Development	1504 fall	Clerical support	Assure Dean assigned PD has sufficient clerical support for the organization and management of the events.	\$28,000 to 48,000 depends on time needed and pay level	- Select - college funds	- Select - general funds	<input checked="" type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	xEnrollment x# Under-represented students xQuantity/ Quality of Services xCourse Success Rate xProductivity/ Fill Rate xClose equity gaps	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low
Professional Development	1505 Fall	PD Budget	Assure PD has a budget to cover workshops and event needs in addition to Culture and Diversity but not including Flex days	10,000 5,000 for Classified and 5,000 for faculty	- Select - college funds	- Select - general funds	<input checked="" type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	xEnrollment x# Under-represented students xQuantity/ Quality of Services xCourse Success Rate xProductivity/ Fill Rate xClose equity gaps	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low



2015-2016 Program Review
Professional Development

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
Professional Development	1506	Dedicated space for a Teaching and Learning Center	Renovate Guthrie Hall for use as a Teaching and Learning Center to serve the entire campus for PD		- 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"/> Quantity/ Quality of Services <input type="checkbox"/> Course Success Rate <input type="checkbox"/> Productivity/ Fill Rate <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
Professional Development	1507	1.0 release time for a faculty member to coordinate a Teaching and Learning Center	Take PD to the next level by dedicating one faculty member to creating a plan and overseeing a plan to start a teaching and learning center		- 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"/> Quantity/ Quality of Services <input type="checkbox"/> Course Success Rate <input type="checkbox"/> Productivity/ Fill Rate <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



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.



Section I – 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/Staff 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/VP Verification:

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



APPEAL FORM

The program review appeals process is available to any faculty, staff, or administrator who feels strongly that the prioritization of initiatives (i.e. initiatives that were not ranked high but should have been, initiatives that were ranked high but should not have been), the decision to support or not support program discontinuance, or the process followed by the division should be reviewed by the College Planning Council.

Appeal submitted by: (name and program) _____

Date: _____

- Category for appeal:
- Faculty
 - Personnel – Other
 - Equipment- Computer
 - Equipment – Other
 - Facilities
 - Operating Budget
 - Program Discontinuance
 - Other (Please specify)

Briefly explain the process that was used to prioritize the initiative(s) being appealed:

Briefly explain the rationale for asking that the prioritization of an initiative/resource request be changed:

Appeals will be heard by the College Planning Council. You will be notified of your time to present.