

Ventura College Proposed 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 – department and division.
- Department 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.
 - Department-Level Review
 - 1/3 of departments will complete a comprehensive review and three -year plan in fall 2017.
 - 1/3 of departments will complete a comprehensive review and three -year plan in fall 2018.
 - 1/3 of departments will complete a comprehensive review and three -year plan in fall 2019.
- In the comprehensive review and three-year plan, departments 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.
- Departments and divisions will be able to request additional resources that are necessary to meet the objectives in their three -year plan.
- In intervening years, departments and divisions will complete a mini-review, in which they will assess progress made towards their three -year objectives and request additional resources.

Student Affairs Programs

- Student affairs reviews will focus on service usage, student demographics, the six factors of student success, SUO's, and service-specific metrics.
- 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.
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 - 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 the number of students who complete SSSP requirements by 10% within three years.
- 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% within three years.
- 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 Dept Review	Instructional Division Review	Student Affairs Review	Administrative Service Review
1. Course success rate (overall, by gender, by ethnicity) 2. Degrees and certificates awarded (overall, by gender, and by ethnicity) 3. SLO's	1. Enrollment (overall, by gender, and by ethnicity) 2. Course fill rate 3. Productivity (WSCH/FTEF)	1. Student usage of service (overall, by gender, and by ethnicity) 2. Student perception of service (as measured through 6 Success Factors survey) 3. SUO's 4. Service-specific metrics	1. Faculty survey data 2. Student survey data 3. SUO's

The following instructional departments, instructional divisions, student affairs programs, and administrative service programs will complete a program review and program plan.

Instructional Departments

1. Applied Sciences
2. Art
3. Athletics/Kinesiology
4. Automotive
5. Behavioral Sciences
6. Business
7. Chemistry
8. Child Development
9. Communication Studies
10. Computer Science and Mathematics

11. Criminal Justice
12. Diesel Mechanics
13. Engineering/Physics
14. English
15. ESL
16. Geosciences
17. Health Education
18. Health Sciences
19. Library*
20. Life Science
21. Modern Languages
22. Paramedic/EMT
23. Performing Arts
24. Social Sciences
25. Technology

Instructional Divisions

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

Student Affairs Programs

1. Admissions and Records
2. Assessment Testing and Matriculation
3. Career Center
4. Counseling*
5. EAC*
6. EOPS
7. Financial Aid
8. First Year Experience
9. International Students Center
10. MESA
11. Student Activities
12. Student Connect
13. Student Health Center
14. Student Outreach
15. Transfer Center
16. Veterans Resource Center

Administrative Service Programs

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

*Includes both instructional and service components.

Program Review Timeline and Resource Request Prioritization Process

