

2012 College-wide Comprehensive Program Review Framework

Section I. Department Overview

Description: This section will provide general background information for validation teams to use in validating the program review.

A. Description

1. In one paragraph, describe your department.
2. How does your department support LACC's mission? Link to college mission.
3. Complete the table below for all departmental positions.
4. List all district and campus-wide governance and decision-making committees on which you have faculty members serving.

Section II. DISCIPLINE Progress Towards College Strategic Goals

DESCRIPTION: The 2008-13 Strategic Master Plan establishes four college-wide Strategic Goals: Access, Success, Accountability, and Partnerships. In this section, programs (defined as a discipline) will provide information on the achievement of these goals. First, go to the link, [Instructional Program Results](#). Within your department's folder, is a document titled *Discipline Name CPR 2012 Program Results Summary*. There is a separate *Summary* document for each of your disciplines. You will use the *Summary* document(s) to respond to the questions below for each discipline. Also note that programs will complete a section for each/all degrees and certificates offered by the program.

	Academic Programs	Student Services Programs	
	Instructional	Student-Centered	Service-Centered
Access	1. Enrollment	1. Student Use of Service	1. Student Use of Service
	2. Course Fill Rate	2. Demographics of Students Served	2. Demographics of Students Served
	3. Average Class Size	a) Ethnicity	a) Ethnicity
	4. Evening/Weekend Classes	b) Sex	b) Sex
		c) Age	c) Age
		d) Student Status	d) Student Status
		e) Resides in LACC Service Area	e) Resides in LACC Service Area
Success	5. In-course Success Rate	3. SLO Assessment Results	3. SLO Assessment Results
	6. State-Approved Degrees Awarded	4. Avg Semester Units Attempted	4. Service-Specific Success Measures
	7. State-Approved Certificates Awarded	5. Avg Semester Units Completed	
	8. Distance Education Offerings	6. Avg Semester GPA	
		7. Fall-to-Spring Persistence	
		8. Fall-to-Fall Persistence	

		9. Program Participation Rate	
Accountability	9. FTES/FTEF	10. Completed SLO Assessment Cycle	5. Completed SLO Assessment Cycle
	10. % of all Faculty that are full-time	11. Student Satisfaction	6. Student Satisfaction
	11. Full-time Faculty completing FLEX obligation		
	12. Part-time Faculty completing FLEX obligation		
	13. Course SLO Assessment Cycle Completion		
	14. Program SLO Assessment Cycle Completion		
Partnership	15. Sections Offered at High Schools		

Explain the results of these ASAP measures as reported in the Program Results Summary. Focus on any measures that show a decline or received a rubric score of 1 or 2. Describe any other factors that you feel influence ASAP for your program:

1. Evaluate the ASAP by demographics, in comparison to the overall success rates. Please describe any discussions, if any, within your discipline that occurred regarding these success rates.
2. If discussions occurred regarding ASAP, what efforts occurred or are planned to address any inequities?

How have any of your current or past program goals influenced these ASAP measures?

How have your current or past SLO Action Plans (Course or Program) influenced these ASAP measures?

Describe any program activities (not part of a formal program goal or SLO assessment) that the department has undertaken to increase ASAP:

IMPROVEMENT PLANNING:

Based on the data, propose a plan/s to address areas of ASAP that are in need of improvement. For each measure that is in Category 1 or 2, if there is no opportunity for improvement, provide an explanation of why an improvement plan is not needed.

Section III. Career and Technical Education Programs

DESCRIPTION: To be confirmed with Dean Alex Davis

If your department houses a CTE program(s), please address the following:

1. Labor Market Demand

1. How does your program meet labor market demand? Cite specific examples and sources.

2. Advisory Board, Meetings and Outcomes

List Advisory Board Members:

List Advisory Board Meeting:

What have been the major outcomes of your advisory board meetings? Of those outcomes, which have been acted upon, and what is your plan of action with regard to other outcomes discussed?

3. Comparable Programs

Outline your plans to investigate other programs that offer comparable training. If known, compare and contrast your program to these other programs in your service area.

4. Program Accreditation (if applicable)

Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies?

i. Accreditation Status and Recommendations

What is the program's accreditation status?

Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review.

ii. Student performance on licensure or board exams on first attempt.

Provide a brief analysis of student performance on licensure or board exams on first attempt.

iii. Employer Satisfaction Survey attempt.

Provide brief analysis of employer satisfaction with regard to completed survey results.

Self identified recommendations for improvement

Section IV. Assessment of Student Learning

(Completed SLO module goes here)

Section V: Departmental Support and Activities

DESCRIPTION: Departments will evaluate their needs in Instructional Support Services, Student Support Services, Student-centered Activities, Personnel and Facilities.

a. Instructional Support Services

Evaluation Rubric:	Yes	No	n/a
Is there adequate secretarial/instructional Assistant support for this program?			
Are the custodial services to this program in compliance with program needs for meeting health and safety guidelines?			
Are adequate services provided in compliance with program needs for meeting health and safety guidelines?			
Are library resources integrated into the program curriculum and coursework?			
Are the library resources provided by the college sufficient to support up-to-date program instruction?			
Are the necessary media services to support this program readily available?			
Will you require additional resources required to improve instructional support services?			
Is there an opportunity to partner with another program to improve			

instructional support services?			
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b. Student Support Services:

Describe the availability and adequacy of academic counseling and advising for students enrolled in the program. Who performs these services?

Evaluation Rubric: Identify the academic support services that are used by the students and faculty of this program:	Frequently	Sometimes	Not at all	N/A
Specialized testing (OSS)				
Tutorial services: Writing Center				
Tutorial services: Pi Shoppe				
Tutorial services: Learning Skills				
Accommodations for disabilities				
Use of All-College Computer Lab				
Use of specialized departmental lab				
Consultation for teaching/learning problems				
Additional resources required to improve student support services?				
Partner with another program to improve student support services?				

C. Student-centered Activities

1. List the clubs which are designed specifically for students in this program. Describe their significant accomplishments.
2. List any awards, honors, scholarships or other notable accomplishments of students in the program.

d. Personnel

1. List any awards, honors, fellowships or other notable accomplishments of faculty or staff in the program.
2. Are there areas of unmet professional development needs among faculty in this program? Please explain a proposed plan of action for addressing this need and any resources needed to achieve this development.

e. Departmental Engagement

1. What standing committees does your department maintain? What are their charges and membership?

f. Facilities

1. Does your department maintain an equipment inventory?
2. Are available general use facilities, such as classrooms, laboratories, and faculty office/work space adequate to support the program? Please explain.

g. Student Feedback

1. Describe your program's efforts to collect feedback from students. Identify and surveys, focus groups, interviews or other activities:
2. Describe the results of the data accumulated in the above methods. Focus on results that led to improvements in the program or student success:

Improvement Planning:

Departmental Support and Activities Summary			
Measure	Improvement Opportunity?	Timeline	Person Responsible

Instructional Support Services	Yes/No	Short/Long Term	List person
Student Support Services			
Student-centered Activities			
Personnel			
Departmental Engagement			
Facilities			
Student Feedback			

Based on the data, propose a plan/s to address areas of Departmental Support that are in need of improvement. For each measure where there is no opportunity for improvement, provide an explanation of why an improvement plan is not needed.

Section VI: SWOC Analysis

DESCRIPTION: Based on your previous responses and the Instructional Program Results, answer the following questions:

- A. What are the strengths of your department?
- B. What are the weaknesses of your department?
- C. What opportunities exist for your department?
- D. What challenges will your department face in the next 6 years? Consider both internal and external factors, such as demographic, economic, educational and societal trends.

IMPROVEMENT PLANNING:

Based on the SWOC Analysis, propose a plan/s to address the strengths, weaknesses, opportunities and challenges for the department. If there is no opportunity for improvement, provide an explanation of why an improvement plan is not needed.

Section VII. Planning

A. Summary of Annual Planning Updates:

A summary of goals in the online planning system for each department will be provided.

1. Have all goals been marked completed, discontinued or renewed?
2. Provide a summary of completed goals; what were the primary outcomes?
3. Provide a summary of goals that were not achieved; what were the primary reasons?

IMPROVEMENT PLANNING:

Based on the summary of annual planning updates, propose a plan/s to address the planning needs of the department. If there is no opportunity for improvement, provide an explanation of why an improvement plan is not needed.

B. Resource allocations:

1. List AUP requests from 2007 to 2012 and complete the following table:

2. List all grants applied for from 2007 to 2012 and complete the following table:
3. Other funds, including Foundation, Donations, and other sources of funds.

IMPROVEMENT PLANNING:

Based on the resource allocation and development analysis, propose a plan/s to address the resource needs of the department. If there is no opportunity for improvement, provide an explanation of why an improvement plan is not needed.

Section VIII : Dean's Response

Section IX : Validation Committee Response

Section X : Final Recommendations and Commendations