

LOS MEDANOS COLLEGE

Unit/Program Review: Definitions and Examples

This document was created in order to assist units and programs in writing their annual reviews. Currently the Los Medanos unit/program review process requires the annual input of information of the following types:

- 1) Creating new objectives
- 2) Updating the previous years' objectives, and
- 3) Updating the unit/program's mission statement and description.

Every 5 years, units and programs perform a more comprehensive review in which additional elements are addressed. This document, however, provides definitions and examples of the various components of the annual review elements above.

Creating New Objectives

➤ Objective Name

Definition – *A short simple title used to help categorize and reference particular objectives. Some names may reflect the nature of the objective more specifically, but this is not necessary.*

Example #1 (Instructional) –

Promote Student Success

Example #2 (Student Services) –

Transfer Academy

Example #3 (Administrative) –

Increase revenues to support college priorities

➤ Objectives

Definition – *Objectives are specific, measurable statements of what is to be accomplished within a relatively short and well defined timeline. Objectives are achieved through the completion of activities (see below). In general, objectives should meet the **SMART** criteria. That is they should be*

Specific – Each objective has a single key result

Measurable – Each objective is a statement whose attainment can be measured

Attainable – Each objective is realistic in terms of the available resources

Relevant – Each objective is central to the goal of the District, College, and the unit/program

Timely – Each objective should be able to be accomplished within the timeframe established

Example #1 (Instructional) –

By the end of Spring 2013, improve success and completion rates for our students, particularly African-American students

Example #2 (Student Services) –

Through the Spring 2013 semester, continue development and refinement of the Transfer Academy program to add additional cohorts annually (approx. 100 students each).

Example #3 (Administrative) –

During Spring 2012, revenues to support college priorities will be increased by the foundation and by private grant funds.

➤ Rationale

Definition – *A description of the documented need of the specific objective. The rationale may also provide data both supporting the need, and establishing a baseline for improvement.*

Example #1 (Instructional) –

We do not understand why our "Skill Attainment" Core Indicator data declined in 2007-2008 and 2008-2009. Our skill attainment did not remain proportional to our significant enrollment growth.

Example #2 (Student Services) –

By adding additional cohorts and refining the program, we will be able to serve more students and support a large group of students (300-400+) towards transfer. The ultimate goal is a significant increase in transfer rates for LMC - specifically for historically underrepresented students.

Example #3 (Administrative) –

Maximum use of grant funds has been identified as a priority of budgeting by the President's Cabinet.

➤ Activities

Definition – *The specific actions to be taken by the unit/program that will lead to the attainment of the objective.*

Example #1 (Instructional) –

- **Fall 2012 - Conduct a CUE study to drill deeper into our department data to better understand factors contributing to the decline of skill attainment.**

- **Spring 2013 - Seek out professional development opportunities to build faculty skill to promote student skill attainment.**

Example #2 (Student Services) –

- **Develop specific program outcomes and assessment methods.**
- **Structure the 2nd and 3rd year components of the program.**
- **Investigate possible pre-Academy activities and programs.**
- **Revise our recruitment methods.**
- **Coordinate with other campus entities, including Leadership, Community Involvement, and English, Math, Biology, and Communications departments.**

Example #3 (Administrative) –

- **Foundation: Train the board and foundation staff on giving strategies, set goals for board (of at least \$20K), and conduct research of foundations to increase funding for capacity-building of the foundation.**
- **New Grant opportunities will be researched and proposals will be developed for grants (a minimum of \$500K) which could fund college priorities which have a college "champion" and are documented by research, program review or other planning process.**

Updating the Previous Years' Objectives

➤ Status Reason

Definition – *A brief explanation detailing the reasons for a given objective's status and (if necessary) revisions to the original plan.*

Examples –

We have completed both our CUE study and a new professional development system is in place for our program that is focused on increasing student skill attainment.

While we developed program outcomes and assessment methods, we are currently behind in revising our recruitment methods because of lack of coordination with other student service programs. We have added a new objective in this year's review addressing this need.

We are on schedule, having completed the training of the board and foundation staff, as well as researching new grant opportunities. We are working now on setting new goals for board, and integrating our grant efforts with our college planning processes.

➤ **Program Improvements**

Definition – *A specific report of the measured success of completed objectives.*

Examples –

(Blank) Or (We have not yet completed our activities)

Although we are not yet completed with all our activities, we have seen an increase in the number of funding proposals, and expect this to translate to increased revenues soon.

We have already seen a 3% increase in our skill attainment rates overall, and a 6% increase in our core skill attainment rates for African American students in particular.

Updating the Unit/Program’s Mission Statement and Description

➤ **Program/Unit Description**

Definition – *A description of the services and nature of the unit/program*

Example –

The LMC IT department is an academic support service unit that provides the following services:

- Assistance to faculty and staff in identifying hardware and software for deployment in classrooms, labs, and for staff use.
- Maintaining the campus infrastructure – servers, network, workstations, printers, and other equipment.
- Working with District IT in District-wide projects.
- Identifying emerging technologies that may be beneficial to the campus.
- Development of applications for campus use.

➤ **Mission Statement**

Definition – *A mission statement outlines the purpose of the unit/program, identifies stakeholders, and aligns to the mission of the District or the priorities of the college*

Example –

The mission of the English/ESL Department at LMC is to enhance the intellectual, philosophical, moral and material lives of its students through the study of language and literature. We are committed to excellence, variety, academic rigor and humanism. All students, regardless of race, gender, age, sexual orientation, country of origin and/or physical condition, should be equally served. Because people are by nature learners, they deserve multiple and varied opportunities to grow, prosper and excel. To this end, all faculty in the English/ESL department of LMC will perform at their utmost ability to ensure the success of all students.