**COMPREHENSIVE PROGRAM REVIEW GUIDE**

**Instructional Units**

To assist your program/unit in completion of your Comprehensive Program Review (CPR) visit <http://www.losmedanos.edu/planning/datapacket.asp>. This webpage contains the *Comprehensive Program Review Template* and Data Packet for your program/unit which will assist you in responding to the sections in this template.

Step #1: Click on the link titled “Current LMC Programs of Study” to view the list of degrees and certificates awarded for current LMC programs of study (as noted in the LMC 2017-18 Catalog). An additional link has been provided titled “LMC Programs of Study Removed from the Catalog”. This link will provide you with the degrees and certificates awarded for both the current LMC programs of study **and** those programs of study which have been removed from the current catalog (these documents will be used to complete Section 2).

Step #2: Click on the link with the discipline name for your program/unit to view and download your *Comprehensive Program Review Template*.

Step #3: In Column #3 (titled “#3 Course Offerings FA15-SP17”) click on the links for the FA15, SP16, FA16 and SP17 to view and download your program/unit’s course offerings for each semester (these documents will be used to complete Section 3).

Step #4: In Column #4 (titled “#4 COORs”) click on the link to view and download the document listing the status for the Course Outline of Records. Please scroll down to the course outlines of record for your program. COORs listed in blue font have not been updated since 2011, and are the ones you should list in your response to question #4 (this document will be used to complete Section 4).

Step #5: In Column #5 (titled “7.1 Assessment Status”) click on the link to view and download a PDF of your program/unit’s assessment status (this document will be used to complete Section 7.1)

Step #6: In Column #7 click on the link to download the SQL Data Report for your program/unit. This report contains data to inform you of the course completion rates, course success rates, etc. for your program/unit.

\*Please note, Column #6 (titled “PSLO Assessment Reports Submission) contains the link to the Program Review Submission Tool (PRST). Login to the PRST and click on the “Assessment” tab located in the left side of the site. Click on your program/unit in the drop-down box, then the “Upload” button located in the right side of the interface to upload the *PSLO Assessment Report* for your program/unit.

**COMPREHENSIVE PROGRAM REVIEW TEMPLATE INSTRUCTIONS**

1. **Program Changes**
   1. **Reflect on the past five (5) years and detail any new programs, discontinued programs or major changes to existing programs.**
   2. **After reflecting on the past five (5) years, provide below any planned changes to the degrees and certificates that your program/unit offers. Include the rationale for these anticipated changes (i.e. data, increase/decrease in student enrollment, new state initiatives, etc.) and if any additional resources may be required such as funding for new faculty.**
2. **Degree and Certificate Requirements**

**Please review the document titled *Current LMC Programs of Study* and/or *LMC Programs of Study Removed from the Catalog* (downloaded in Step #1) on all degree/certificate completions in your program/unit including locally approved College Skills Certificates from fall 2011 through spring 2017.**

* 1. **Using the data contained in the *Current LMC Programs of Study* and/or *LMC Programs of Study Removed from the Catalog*, map a pathway to completion of courses for each degree/certificate offered, within the major, in a maximum of four (4) semesters. Assume there is a maximum of 6-10 units of major courses within a semester. A table has been provided in the template for you to complete this section (see example below).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Degree or Certificate | | | | |
| Semester | Semester 1 | Semester 2 | Semester 3 | Semester 4 |
| List Courses Needed for Degree or Certificate in each semester. | *ETEC-010*  *ETEC-012*  *MATH-025* | *ETEC-020*  *ETEC-022*  *ETEC-024*  *PHYS-015* | *ETEC-030*  *ETEC-032*  *ETEC-034*  *CHEM-006* | *ETEC-050*  *ETEC-052*  *ETEC-056*  *ETEC-058*  *ETEC-059* |

1. **Frequency of Course Offerings**

**Please review the documents for “Course Offerings FA15-SP17” which lists the courses in your program/unit offered in fall 2015, spring 2016, fall 2016 and spring 2017 (downloaded in Step #3).**

* 1. **After reviewing the documents, if there is any course that has not been offered in the past two (2) years and is required for a degree or certificate provide a brief explanation why it has not been offered (i.e. low course enrollment, no faculty to teach, etc.). Then explain what the plan is to offer the course(s) in the future.**
  2. **Based on the review of the last four (4) semesters, provide a projection of how frequently your program/unit intends to offer each course and include a rationale for any anticipated major changes. A table has been provided in the template to complete this section.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Estimated Number of Sections Offered by Semester | | | |
|  | **Fall 2018** | **Spring 2019** | **Fall 2019** | **Spring 2020** |
| *COURSE 001* |  |  |  |  |
| *COURSE 002* |  |  |  |  |
| *COURSE 003* |  |  |  |  |
| Rationale for any Major Changes | | | | |
|  | | | | |

1. **Existing Curriculum Analysis**

**Please review the document for COORs, which provides the status for updating the Course Outline of Records for your program/unit (downloaded in Step #4).** Please scroll down to the course outlines of record for your program. COORs listed in blue font have not been updated since 2011, and are the ones you should list in your response below**.**

* 1. **Based on the review of the “COORs Update” document, list each COOR that has *not***

**been updated since Spring 2012 and indicate the faculty member assigned to update the COOR and submit it to the Curriculum Committee by April 18, 2018. A table has been provided in the template to complete this section.**

|  |  |
| --- | --- |
| Course | Faculty Responsible for COOR Update |
| *COURSE 001* |  |
| *COURSE 002* |  |
| *COURSE 003* |  |

* 1. **From your review of the documents for your program/unit course offerings during the past two (2) years (downloaded in Step #3) and any additional historical information/data you may have; provide an explanation of how the courses in your program/unit have changed over the past five years (i.e. new courses, changes to existing courses, etc.) and how these changes have enhanced your program/unit. Please include your response to these questions in the table provided in the template (see example below).**

|  |  |
| --- | --- |
| How have your courses changed over the past 5 years (new courses, significant changes to existing courses)? | *The addition of co-requisite support courses for (e.g. ENGL-100S for English 100 and MATH-028 for Math 34.* |
| How have these changes enhanced your program? | *The addition of these courses has provided opportunities for students to take transfer level courses within their first year.* |

1. **Existing Curriculum Analysis**
   1. **To address this section, think of any new degrees or certificates your program/unit may be offering in the next five (5) years.**

* **If your program/unit does not plan to offer any new degrees or certificates please indicate so by inserting “N/A’ in the table provided in the template.**
* **If your program/unit does plan to offer a new degree/certificate indicate what additional courses will need to be created to support it. In addition, what changes will need to be made to existing course content to support it.**

|  |  |
| --- | --- |
| What additional courses will need to be created to support the new degree or certificate? |  |
| What significant changes to existing course content would need to be made to support the new degree or certificate? |  |

1. **Advisory Board Update (for all CTE TOP Coded Programs)**

***If you are not a CTE Top Coded Program – Skip this section and proceed to Section 7.***

**Provide a brief overview of the purpose, structure and effectiveness of your CTE program/unit Advisory Board. Also include board membership and meeting dates for the past two (2) years (see example below).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose** | **Structure** | **List of Members** | **Meeting Dates (2015-2017)** | **Effectiveness** |
| *To receive input from our clinical and community healthcare partners, local industry, educational partners, and our students and staff. We also inform the Board of current data, updates to the program and in legislature as well as changes in job market, curriculum, equipment, funding and facilities* | * *Faculty & Staff* * *Department Dean* * *Department Chair* * *Associate Dean* * *LVN Class President & VP* * *1st Yr RN and 2nd Yr RN Presidents & VPs* * *Clinical Partners & Agency Representatives* * *Workforce Development Rep* * *Admissions & Records Nursing Evaluator* | *Dr. A’kilah Moore*  *Joanne Bent*  *Sharon Goldfarb*  *Colin McDowell*  *Mel Herman*  *Debra Hawkes*  *Wayne Basye*  *Karima Dunlap*  *Ashley Moore*  *Acela Vergara*  *Alyssa Fumar*  *Sophia Ervin*  *Lynn Van Hofwegen*  *Diane Hunter*  *Lynda Creighton*  *Holly Edmark*  *Matti Vasankari*  *Julie O’Brien*  *Roxanne Holm*  *Sheri Empeno*  *Irene Pakel*  *Sarah Eydam*  *Julie Turner*  *Terri Horvath*  *Annette Hensley*  *Anna Alvarado*  *Anne Rainero*  *Julie Gurecki*  *Patrice Moore*  *Joyce O’Rourke*  *Trang Nguyen*  *Susan Reno*  *Lety Cazares*  *Paul Bayard*  *Lillian Roselin*  *Keith Archuleta* | *May 5, 2015*  *May 3, 2016* | *Due to our Advisory Board we are able to inform faculty and students of changes in the job market including opportunities for internships. Our clinical partners are also able to inform of us of their policy changes and updates to their requirements. Our CSUEB partners bring us up-to-date on opportunities for transfer to BSN programs. We also receive important qualitative data from all members. All of this information helps inform all parties of necessary changes to current policies, requirements, protocols, curriculum, etc. to best adapt to the changes in the healthcare industry to better best educate our students.* |

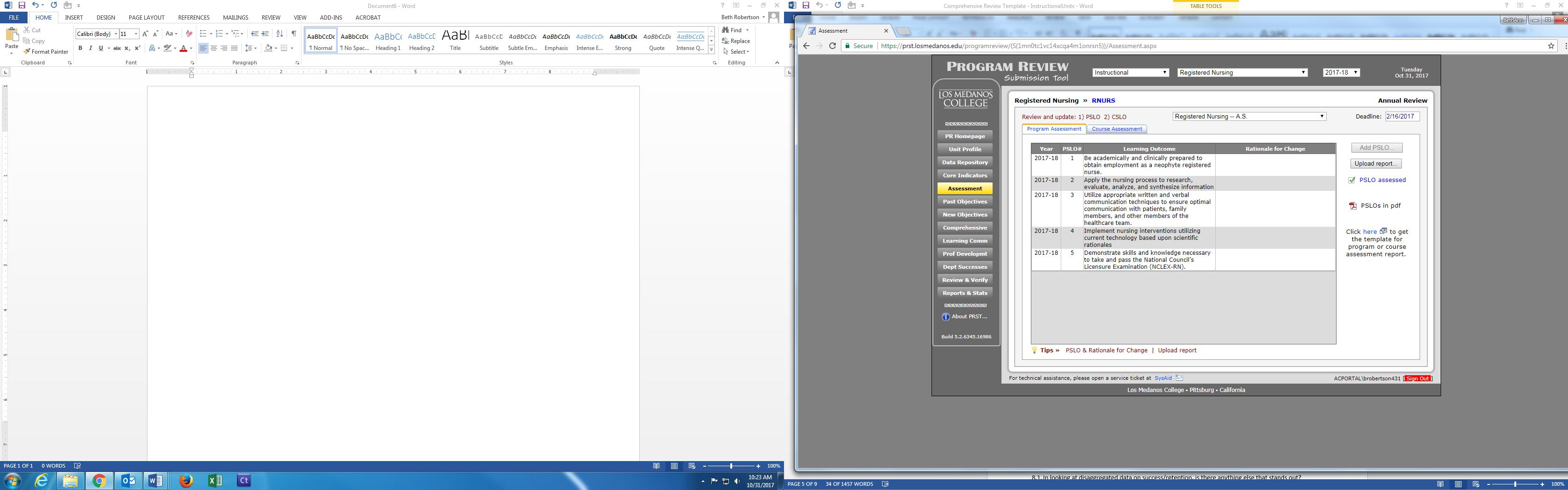
1. **Assessment Effectiveness**

**Please review the document for “Assessment Status” which provides the status of course assessments for your program/unit discipline in Cycle 1 2012-2017 (downloaded in Step #5).**

* + 1. **Based on the review of the document, identify any courses that were not assessed in Cycle 1 and provide an explanation as to why they were not assessed.**
    2. **If the reason for the course not being assessed in Cycle 1 is because it was not offered, please select one of the three (3) options to indicate the future of the course(s). If you select option “c”, please include a brief description of the reason.**
    3. **Based on the review of the document, reflect on the overall course level assessment for your program/unit and rate the degree in which your assessments meet the “3Ms” – Meaningful, Measurable, and Manageable. Please circle the rating for each of the “3Ms” in the rubric provided in the template that most closely reflects the overall course level assessment for your program/unit.**

**7.2 Program Level Assessment**

**On the** [**Comprehensive Program Review Data Packet**](http://www.losmedanos.edu/planning/datapacket.asp) **webpage, in column #6 (titled “#7.2 PSLO Assessment Reports Submission”) click on the link provided in this column for your program/unit discipline to access the** [**PRST**](https://prst.losmedanos.edu/programreview/)**. The link will require you login with your InSite username and password. Once logged in to the PRST, click on “Instructional” in the drop-down box at the top of the screen, then click on your program/unit in the next drop-down box and then click on year “2017-18” in the third drop-down box. On the left hand side of the screen, click on the tab titled “Assessment” (see image below). Then click on the drop-down box (for the list of degree/certificate programs offered in your program/unit) appearing in the “Assessment” interface that states “Select a specific program to define PSLO” Select the degree or certificate for your program/unit with defined PSLO (see image below).**



**If you have not uploaded all of the PSLO Assessment Reports for your program/unit, please do so by clicking on the “Upload Report” button on the right hand side of the screen (circled in red in image above). After your PSLO Assessment Reports have been uploaded, respond to sections 7.2.1, 7.2.2 and 7.2.3.**

1. **Course Success/Retention Analysis**

**Please review the document for “SQL Report” which provides data on course retention and success, disaggregated by as many elements as District Research is able to provide (downloaded in Step #6).**

***Please Note – this report only includes data on the program/unit level and does not include achievement data.* To view detailed data by courses for your program/unit and achievement data, you can access (on campus only) the *SQL Data Reporting System*.**

**You may also access instructions for navigating the system and logging in to the system, via the links provided on the** [**Comprehensive Program Review Data Packet**](http://www.losmedanos.edu/planning/datapacket.asp) **webpage. To login to the reporting system you will be required to enter your InSite username and password. For your convenience, a link to the instructions and system has also been provided below:**

[***SQL Data Reporting System***](http://reports.4cd.net:82/Reports/Pages/Folder.aspx?ItemPath=%2fResearch+Department%2fLMC+REPORTS%2fPROGRAM+REVIEW&ViewMode=List)

[***User Guide to Accessing SQL for Program Review Data***](http://www.losmedanos.edu/planning/documents/UserGuidetoAccessingSQLforProgramReviewData.pdf)

**Based on your review of the SQL Report, please complete the table provided in the template for fall 2016 and spring 2017, to indicate the course completion rate and course success rate for African-American students, low- income students and all students in your program/unit.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | African-American | Low Income Students | All students in program/discipline |
| Completion Rate (program/discipline) | *70.1% (FA16)*  *66.1% (SP17)* | *77.1%(FA16)*  *75.1%(SP17)* | *78.0% (FA16)*  *74.9%(SP17)* |
| Success Rate (program/discipline) | *57.7%(FA16)*  *47.6% (SP17)* | *65.5%(FA16)*  *59.6% (SP17)* | *65.1%(FA16)*  *61.3%(SP17)* |

1. **Goals and Resource Needs**

**Login to the Program Review Submission Tool (PRST). Select your program/unit and the year 2012-2013. The click on the tab in the left side of the interface titled “Data Repository”. A list of documents will appear in the right side of the interface, one of which will be your program/unit’s Comprehensive Program Review from five (5) years ago. Download and/or print this document as you will need it to assist you in completing this section.**

**9.1 After reviewing your program/unit 2012-13 Comprehensive Program Review, complete the table in the template for this section. Highlight the key goal(s) that were achieved and include the key elements were that led to success. Additionally, include any goals that did not go according to plan and the key elements that impeded the progress.**

**9.2 Review the College Strategic Directions 2014-2019 (click here to view the** [**LMC Strategic Plan 2014-2019**](http://www.losmedanos.edu/planning/documents/LMCStrategicPlan2014-19_FinaltoGovBd_1-13-15.pdf)**) and the Integrated Planning Goals. Consider these goals when developing new long term (five year) goals for your program/unit. List three to five new goals and select one to two College Strategic Directions and/or one to two Integrated Planning Goals to align with your new goal.**

**9.3 *PLEASE NOTE* – If you are submitting a Resource Allocation Proposal (RAP), you must enter this information in to the appropriate resource request(s) included in Section 9.3 of the template (Faculty/Staff, Operating, and Professional Development). There is not a separate form at this time.**

* **If you have multiple resource requests (i.e. Faculty/Staff, Operating, Professional Development) you can copy and paste the corresponding blank resource request table in to the template again so you can complete additional requests.**

**FINAL STEP – SUBMISSION**

Save the completed Comprehensive Program Review for your program/unit as a Word document and title it – “Comprehensive Program Review 2017-18 (Insert the Program/Unit Name)”. For example, “*Comprehensive Program Review 2017-18 RN Program*”. Then submit your Comprehensive Program Review document using one of the following methods:

Click on the link in column #8 (titled “CPR Submission) to send via e-mail

**OR**

E-mail it to [LMCProgramReview@email.4cd.edu](mailto:LMCProgramReview@email.4cd.edu)