User Guide to the Program Review Submission Tool (PRST)

We look forward to assisting you with completing a thoughtful and collaborative review of your program/unit in 2014-2015 as you undertake the planning for the 2015-2016 academic year.

The final date to complete your program/unit review is February 17, 2015.

Please note: The program/unit review for next year is labeled as the "2015-2016 program/unit review", so that it is very clearly aligned with resource allocation for 2015-2016.

When you provide the status on last year's objectives, it will be for the year labeled as 2012-2013. You should review the objectives of previous years to make sure that the status of all previous objectives is explained.

We made a correction to labeling the date in fall 2013, so the 2013-2014 academic year is blank only in the objectives section of the PRST. We did not miss a year of planning, but made a correction in the labeling of the year to clearly indicate FOR which year we are planning and requesting funds.

In our effort to continuously improve the Program Review Submission Tool (PRST) and make it more user-friendly every year, additional information and tips are included within the tool itself. In addition to this User Guide, you should also review:

- Guide to Accessing SQL
- Program Unit Review Checklist

Here are the steps to completing your program/unit review update online...

Accessing the PRST and signing-on:

Begin by opening the browser – Firefox (version 25 or higher).
(The PRST should only be accessed using Firefox.)

Access the PRST from the Program/Unit Review home page: www.losmedanos.edu/programreview.
You can access the PRST from the college or from off-campus.
Click on the button "Program Review Submission Tool".

Links to Program/Unit Review home page are also accessible from any of the following:

- Office of Planning and Institutional Effectiveness www.losmedanos.edu/planning
- The LMC home page, drop down menu "Faculty/Staff" and then "About LMC"
- A to Z Index under "P" for "Program Review Submission Tool".

Sign on by using your InSite portal sign-on and password.

Example: Sign on - "jsmith123"; Password – "AlphaBeta"

The "Program/Unit Review Home Page" has information and links to important documents and data, so please start there!

After you sign into the Program Review Submission Tool (PRST)…

Select your "area", "program/unit", and the "year" at the top of the screen

Example: "Instructional", "Child Development" and "2015-16".
Example: "Learning Communities", "Transfer Academy" and "2015-16"

(Learning Communities are now in their own "area". They have been moved from the "area" of Student Services to a separate "area" this year called "Learning Communities".)

Go through each of the vertical tabs on the left in sequence to complete your program/unit review.
(Note the use of the term 'sub-tab' within each tab in the details below.)

Update your Profile

1. **"Unit Profile" tab** *(To be completed by all instructional, student service, learning communities, and administrative programs/units)*
    a. "Profile & Mission" sub-tab

    Tips:
    - Does your profile describe your unit/program well?
    - Does it describe who your target students/audience is?
    - Does your mission describe what you are preparing your students for?
    - Is your mission statement clear?
    - Is your mission aligned with the mission of the college?
    - How is your program/unit addressing the strategic priorities of the college?

    b. "Unit Members" sub-tab

    Tips:
    - Have all the members (faculty and staff) of your unit participated in the program review discussions?
    - Your goal should be to include every full-time member, and involve as many part-time faculty and staff to help build a commonly understood direction for the department/unit.
    - List only the members who have actively participated in the review process.

Review the data and assessment results for your program

2. **"Data Repository" tab** *(Data available for all instructional programs, learning communities, and some student services programs.)* All the documents your unit has uploaded previously are accessible from this tab by unit and year.
    a. SQL Reporting Services link – Disaggregated completion and success data for all instructional programs and some student services programs by student ethnicity have been gathered by the District Research Office for the previous 6 semesters. The link will open a new window and will take you to InSite (on the district portal). Since you are accessing a different server, you will need to sign on to it. Use your InSite sign-on and password.
    Example: Sign-on "jsmith123" and password "AlphaBeta"
    Step-by-Step instructions to access the SQL data are available in the attached "Guide to accessing SQL".

Please Note: SQL <u>cannot</u> be accessed from off campus. You can save it as an Excel document on a flash drive or email the Excel document to yourself to access that information from off campus.

(If SQL does not open immediately, check if your 'pop-up' blocker is on and 'allow' the program to open.)

b. LMC Awarded Degrees and Certificates – This Excel spread sheet lists completions for each program offered by the college, including skills certificates. Review the number of completions for each degree and certificate program in your department and other relevant data, to determine if your "Program Standards" have been appropriately set.

c. Student Success ScoreCard Data – Review the data for LMC and drill down to see 5 year LMC data. The Excel spreadsheet provides detailed information by student demographics – ethnicity, gender and age.

d. Chancellor's Office MIS data – Access additional data about your program.

e. Core Indicator data - CTE TOP-Coded programs should review their Core Indicator data (on access, retention and success of special populations) uploaded to the PRST in the window on the right of the screen called "File Explorer" in the "Current Folder" sub-tab. The document will open an Excel file in a new window. Review this data prior to completing information required in the next tab called "Core Indicators".

Tips:

- Review student achievement data (completions) and student learning data (assessment results for courses and programs) for your department/program before you develop new objectives and/or comment on the status of the previous years' objectives.
- Analyze the SQL data. Study the success and completion data of students of different ethnicities in your program and courses to determine if there are achievement gaps between students of different ethnicities. Interim Strategic Priorities (2012-2014) #1 and #4 of the college aim to improve completions, while addressing the achievement gap. As you review the data, consider whether interventions may be needed, what the interventions could be, and whether you need to develop new objectives and may request professional development next year to help improve the results.
- Student achievement (completion) "standards for programs" in your department should be reviewed along with departmental dialog. This "standard" is the level below which your department feels it is not being effective.

3. **"Core Indicators" tab** ***(To be completed by all CTE TOP-coded programs)***

a. "New" sub-tab
After reviewing the most recent core indicator data in the data repository tab, include your program's data for each Core Indicator here to plan for the 2015-2016 academic year. If your CTE program is within 10% (below), at, or above the 'negotiated target', you are not required to provide any additional information. If it is 10% or more below the standard, please explain in the window provided what the program will do (interventions) to improve future results and improve the trend. This explanation is a Perkins requirement.

Tips:

- As you do this review, begin to consider if and what interventions may be needed and whether you need to develop new objectives next year to address this.
- Determine whether you need additional resources to help with improvements.
- If funds are necessary to change the trend, begin to determine if Perkins funds will need to be requested during the next Resource Allocation Process (RAP) to address falling below the negotiated target.
- To review your previous years' comments or plans, change the program review year at the top of the screen to the appropriate year. For the immediate previous year, look at the bottom half of your screen. (The 2013-2014 academic year will be blank as we corrected the labeling of the year for program/unit review and resource allocation.)

b. "Chart" sub-tab
It will provide a charted view the of the six core indicators for your program.

c. "Print" sub-tab
Print out a one-page copy of your core indicator data and responses (in landscape). You should submit this page with your request for Perkins funds during the RAP process.

4. **"Assessment" tab** *(To be completed by all Instructional Programs, Student Services and Learning Communities)*

   a. "Program Assessment" sub-tab

   - For Instructional areas, every degree and certificate (Achievement and Skills) offered by the Department and listed in the College Catalog is listed in the PRST. Click on the drop-down window at the top and "Select a Specific Program for PSLOs". Click on the button "Add Outcome" to type in each PLSO for every instructional 'program' offered by your department if you did not enter this information last year. (The PSLOs roll over annually.) Instructional PSLOs must be the same as those listed in the official Course Outline of Record form and in the College Catalog.
   - For Student Services areas, the PSLOs are included, and may be modified with approval along with a rationale.
   - For Learning Communities, since this is a new section in the PRST in 2015-2016, please upload your PSLOs using the "Add Outcome" button, if they were not uploaded last year.
   - **Instructional, Student Services, and Learning Communities must upload completed program level SLO assessment report documents in this section using the "Upload Report" button. Check the year at the top to upload the report to the correct year. The assessment section of the PRST is open year-round to upload reports. Uploaded reports can be accessed by department/unit and year from the "Data Repository" tab.**

   Tips:

   - Please check the list of programs offered by your department. It should match the list in the College Catalog as well as in the list of approved programs in the Chancellor's Office. If in doubt or if there is a discrepancy, please let your instructional dean know.
   - Departments with multiple programs should have SLOs for each program. In this case, the phrase in the window "Select a specific program for PSLO…" should not list any PSLOs.

- Please save the PSLO assessment report to your computer first with the recommended naming format below prior to uploading it, in order to find it easily in future and to not overwrite other documents.
    - Name of the department, program, along with the year and semester the program assessment was completed.
        - Example: WELDCA-Spring2014
        - Report for Welding, Certificate of Achievement, assessment completed in spring 2014.)
- **Please make sure program assessments are uploaded to the appropriate/correct year.**

b. "Course Assessment" sub-tab

- Change the program review year in the drop down window (at the top) to 2013-2014, which is Cohort Year Two of the new Assessment Cycle adopted by the College. All the courses the Department scheduled for assessment in Cohort Year Two will appear. Complete the following within this sub-tab:
    - "Assessed" – Upload the course level assessment report for each course assessed. The box will automatically appear as "checked" after the report is uploaded. All Cohort Year One (2012-2013) assessment reports should have been completed and uploaded by now. Assessment reports for courses in Cohort Year Two (2013-2014) should mostly be uploaded. Assessment, and reports, for courses for Cohort Year Three (2014-2015) assessments should be in progress.
    - "COOR Updated" – Deans/Dept. Chairs should manually check this box if the COOR has been updated. All Cohort Year One course COORS (2012-2013) should have be updated by November 1, 2013 (the catalog deadline). **Cohort Year Two (2013-2014) COORs should be updated by the catalog deadline of November 1, 2014, if there is a catalog change resulting from the COOR update.**
    - "Objective needed" – manually check this box if the assessment of the course leads to the discovery that a change is required, and that you need to develop a new objective in program review to address the change or intervention.
    - "Objective Written" – manually check the box if a new objective is written in program review for the next year to address the issue discovered through course assessment. This also helps to document "closing the loop".
- Change the program review year in the drop down window (at the top) to 2014-15, which is Year Three of the Assessment Cycle. As you begin completing the assessment of courses in this cohort during the year, please update the check boxes in this section.

Tips:

- All courses in your department should have been placed in 4 cohort years – Year One is 2012-2013, Year Two is 2013-2014, Year Three is 2014-2015, and Year Four is 2015-2016. If you don't see your courses in cohorts, please work with your Instructional Dean and the College SLO Coordinator to get this information uploaded immediately.
- To move a course from one cohort to another, please work with your Instructional Dean and College SLO Coordinator.
- To view and/or print your course cohorts in your department, please click the button "Print Cohorts".

- Remember to upload your course level assessment reports to the PRST.
- **Please make sure course assessments are uploaded to the correct year.**

Report on the status of last year's objectives

5. **"Past Objectives" tab** *(To be completed by all instructional, student service, learning communities, and administrative programs/units)*
   In order to see the previous years' objectives, click on the previous year in the window at the top of the screen. After clicking on the 'pencil' to edit, a window will open up. Complete the following sections:
      - "Status" – indicate if it is completed, in progress, abandoned etc.
      - "Status Reason" – complete this section if the objective has <u>not</u> been accomplished.
      - "Program Improvements" - Clearly indicate what improvements are resulting from the objectives developed that year. This is very important to "close the loop".

   Tips:
   - Please make sure you close the loop on all previous objectives. Review 2012-13 and 2014-2015 at a minimum, but also previous years, if you have not closed the loop on previous objectives.
   - The year 2013-2014 will not show any objectives, as this is the year when we corrected the labeling system for the year, and left the objectives section blank.
   - Please keep student success – student achievement (completion), student learning (assessment results), and the achievement gap in mind when commenting on improvements.

Develop objectives for next year

6. **"New Objectives" tab** (*To be completed by all instructional, student service, learning communities, and administrative programs/units)*
   In order to input objectives for next year, click on 2015-2016 in the window at the top of the screen. Plan your objectives for the year starting July 1, 2015 and ending June 30, 2016.
   (Remember, we plan in the current year for the upcoming year to align planning with the resource allocation process for the upcoming year.)

   a. "Add Objective" sub-tab
      Your program assessment results, completion data, and Core Indicator data for CTE programs should be some of the basis for determining what to do next to continuously improve student success – learning and achievement – in your program.
      Complete the following sections:
      - "Objective Title" - Give this objective a name or a "title" such as "Improve Archeology project reports".
      - "Objective Description" - Provide a little more information such as "Improve the quality of reports in Archeology 101, which is an essential skill to become an excellent archeologist".
      - "Rationale" - Provide some background on how and why your program has determined this objective. For example, it may be something like "The results of assessing the first project in spring 2014 demonstrated that students have limited research skills and writing skills".

- “Activities” – They may include items like (1) Collaborate with the Librarians to provide workshops on improving research skills, (2) Collaborate with the CORE to offer additional peer tutoring, and (3) Pair-up with an English 90 faculty member to develop a contextualized English course and consider common assignments.
- “Activities lead/s” – Provide one to two names of persons responsible to accomplish the objective.
- “Activities Timeline” - List the *“timeline”* to complete this objective. It could begin as early as in summer next year.
- “Resource Allocation Process (RAP) Request for this Objective” – From the drop down select the *“RAP Request Form”* you plan to complete to request resources for next year. The forms are – Program Improvement, Program Maintenance, or Classified Staffing. You may also check “Professional Development” indicating that you need professional development support. If you need professional development, please also complete information in the new tab lower down on the left called “Professional Development”.
- “Select the type of Program Maintenance” – If your request is for program maintenance, select the type of request from the drop down menu.
- “Select from at least 1 group below that aligns with this Objective” - Check what this objective aligns with – SLO assessment, College Strategic Priorities, and/or District Priorities. **When completing your program review in fall 2014-spring 2015 (transition year), you may choose to align your new objective with either LMC’s Interim Strategic Plan (2012-14) or with the new strategic directions included new Strategic Plan (2014-19). All objectives must align with student learning and assessment, and/or with district/college strategic priorities.**

Tips:

- It is important that the new objective has a good rationale and that it is anchored in student learning assessment, student completion, and/or college and/or district strategic priorities.
- The “new objective” should not be the “activity” or method of achieving the objective. For example, “Purchasing new equipment” is not an objective; it is the activity to achieve a goal. Think about how the objective is addressing student learning or achievement or the mission of the program/college/district before developing the objective.
- Remember to collaborate! Dialog with your manager/dean **during** the program/unit review development process, so that the manager is knowledgeable about your program/unit and their input is incorporated at the ‘front end’ and is not just providing feedback after the review process is completed and submitted.

7. **“Program Standards” tab** *(To be completed by all instructional units)*

The college is required by the U.S. Department of Education to set student achievement (completions) Standards at the Institutional Level as well as at the Program Level. The Standards at the Institutional Level were adopted in spring 2013 after dialog in the Department Chairs, Academic Senate, and the Teaching and Learning Committee meetings.

Standards at the Program Level were established after dialog within and between departments, and were included in program review in fall 2013. In this section, departments should review last year’s Program-Level Standards dialog within your department and with your instructional dean about progress in meeting your program-level standard. **Please document this review in your department meeting minutes. You will need this documentation in Year 5 when you conduct Program-Level Assessment.**

Tips:

- The form you uploaded with your standards in fall 2013 can be accessed from the data repository. Remember to select the appropriate year to locate each year's form.

8. **"Learning Communities" tab** *(To be completed by all learning communities)*
Starting with the 2015-2016 planning year, Learning Communities are able to upload the completed Learning Community template report directly into this Tool.
    a. Down the form template and save it to your computer before you type into it.
    b. Upload the document after you have completed it.

Tips:

- The uploaded forms – last year's and this year's – can be accessed from the data repository. Remember to select the appropriate year to locate your report.
- The completed Learning Communities reports uploaded for the 2014-15 planning year should be accessed from the Data Repository, from the File Explorer from "All Folders" since Learning Communities were included in the Student Services Unit last year.
- Learning communities may have other helpful reports that can also be uploaded in this section.

9. **"Professional Development" tab** *(Optional tab for all programs/units.)*
If "Professional Development" was checked while developing new objectives or if you would like to request professional development, please provide a description in this new tab.

- "Add" sub-tab – click on it to complete a description of your professional development needs. Indicate if funds will be required and which objective your professional development need is associated with.

10. **"Department Successes" tab** *(Optional tab for all programs/units)*
This optional new section has been added for the 2015-2016 planning year. This will be a common location to share information about successes in your unit. Let's give you kudos for the wonderful things you are doing! Other units like Marketing or the President's Office may mine this section to promote your unit.
There are five sub-tabs for the types of success stories you may like to share:
    a. Student Success – Share great student accomplishments; anecdotes or hard data and facts.
    b. Faculty Success – Share information about professional recognition, awards, learning experiences etc. related to faculty.
    c. Staff Success – Share information about professional recognition, awards, and learning experiences related to classified staff and managers.
    d. Program Success – Share information about outstanding program achievements, connections with other K-12, transfer institutions, business, industry, grant and activities etc.
    e. Other Success – If it does not fit in any of the above, share it here!

Tips:

- You can upload a report or information about the success after selecting what type of success story the file relates to.
- You will not be able to upload very large files, videos etc.

Review and print your program review; Evaluation

11. "Print and Finalize" tab

a. "Review and Print" sub-tab – uncheck sections that you do not want printed, otherwise the all sections of the program review will print.

b. "Certify as Complete" – This section is being revised and will look different after it is done towards the end of fall 2014.
In order to record that your unit has fully completed all the required sections of your program review and for your program to be eligible for resources during the resource allocation process, this section must show as that the program review was completed by the deadline.

c. "Provide Feedback" – The Program Review Survey form will be available in late fall to gather your input after you have completed your program review. This feedback is important is continuously improving the program review process and the PRST.

Tips:

- Please set your printer preference to "landscape" before you print.
- To determine if you have completed everything, please review the Program/Unit Review Checklist.

12. "Reports and Stats" tab

College-wide program review completion reports can be viewed from this tab in spring 2015. Queries are still being developed, so this section is still in development.

Thank you for your good work in completing the Annual Program/Unit Review Update!

The deadline to complete program/unit review is February 17, 2015.

Note: If you discover any 'bugs' in the PRST, please email Eng Saw and cc Michael Becker and Kiran Kamath.

Thank you!