

# Administrative Units Comprehensive Program Review - Office of Planning & Institutional Effectiveness Latest Version

This cycle is used by Administrative Units to plan for the next five years and report on updates from the last program review cycle, as part of Comprehensive Program Review.

## Administrative Units Comprehensive Program Review

### 1. Activity & Service (Pillar One: Clarify the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to report on activities, services and support that contribute to providing a clear pathway for students to completion (transfer or employment in field of study). Please include any strategies or efforts to align scheduling practices with the Learning, Major and Careers Pathways at LMC (i.e. catalog changes, website updates, marketing, funding/initiatives to advance efforts, collaborations with instructional/student services departments, revisions or changes to policies/processes/procedures, etc.).*

*\*Please click here ([https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g\\_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw](https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw)) to view the guiding questions to assist you in developing your response.*

No Value

### 2. Curriculum Support & Analysis (Pillar Two: Enter the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to describe strategies, efforts and/or activities to support the advancement of students to "Enter the Pathway". This can include collaborations with instruction, and services such as outreach or dual enrollment. Describe any efforts or strategies that support academically unprepared students to enter the pathway they select, K-12 partnerships, career/college exploration efforts, and/or the first year experience (i.e. research, technologies, partnerships, plans, etc.).*

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No Value

### 3. Retention, Success and Outcomes (Pillars Three and Four)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user will respond to the pathway program data provided on retention, success and outcomes including strategies on improvement or sustainment. Describe any systems or processes that easily track students' progress towards completion including identifying students at risk and provides needed support; procedures and/or process that help students to stay on the path and ensure learning.*

*Note: The user will want to review the data to write the reflection. When considering the data, respond to/evaluate: course success trends, degree/certificate awards, transfers, examination of disaggregated data (i.e. race, income, age, gender) to determine equity gaps.*

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No Value

### 4. Marketing, Communication, Outreach (Pillars One, Two, Three)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user will describe marketing strategies, communication efforts, and activities that help improve/sustain enrollments, success, and completion. Include collaborations with other programs and/or units (i.e. Outreach, Financial Aid, EOP&S, DSP&S, etc.) and/or administrative units (i.e. Marketing, Office of Equity & Inclusion, etc.).*

*Note: The user may need to review data to write the reflection.*

*\*Please click here ([https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g\\_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw](https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw)) for guiding questions to assist you in your response.*

No Value

### 5. Impact of Equity Practice on Outcomes (Pillars One, Two, Three, Four)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*In this item, the user will consider the impact of equity practice in outcomes for any of the four (4) Guided Pathways pillars. Note, the user does not need to address every pillar, but most select at least one pillar to respond to.*

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No Value

### 6. Professional Development (Pillars One, Two, Three, Four)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*In this item, the user will describe any revisions or updates to their program (i.e. integrated planning, marketing, equity-minded practice, processes, policies, procedures, etc.) based on recently attended professional development, any planned professional development activities, and/or any identified future professional development needs.*

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No Value

### 7. Other (i.e. policy, procedure, practice)

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*For this item, the user can describe and/or provide any information that should be reported and included as part of this comprehensive program review, including anything relevant to planning for the next five years. Some information to consider for this open-textbox response are: revision of award policies/practices to mitigate institutional roadblocks for completion, and/or any technologies implemented that enhance the effectiveness and efficiency of your unit.*

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No Value

### 8. Five-Year Program Goals

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*If your program had any goals from the Program Review Year Five Update that were in progress or modified, please note whether the the goal(s) was abandoned or completed and the impact it had on your program (i.e. did completing the goal meet the anticipated outcomes, if goal was abandoned why, etc.).*

*For reference, you can access the report from your Program Review Year Five Update by clicking on the folder in the right-hand corner of the header title for this section. You will note a folder titled "Comprehensive PR-PR Y5 Report", your report will be located in this folder with your program/unit name in the title of the document.*

No Value

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*In this section, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend of any goals from the program review year three update period. Include action plans, timeline, responsible parties, and anticipated outcome (i.e. SMART Goals). Please be sure to align each goal with the College's EMP 2020-2025 Goals ([https://www.losmedanos.edu/planning/LMCMasterPlan\\_12.08.20\\_JSB.pdf](https://www.losmedanos.edu/planning/LMCMasterPlan_12.08.20_JSB.pdf)).*

*\*Please click here ([https://email4cd.sharepoint.com/:w:/s/LMC/lmcs/ERkc2g\\_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw](https://email4cd.sharepoint.com/:w:/s/LMC/lmcs/ERkc2g_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw)) for guiding questions to assist you in your response.*

No Value

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)				
Goal 4. To better support students in accomplishing their academic and career goals – from entry to completion/transition – and to enhance course-level and program-level achievement, expand and deepen educational, workforce, and community partnerships. (District #3)				
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)				

# Instructional Units Comprehensive Program Review - Art Department

## Latest Version

This cycle is used by Instructional Units to plan for the next five years and report on updates from the last program review cycle, as part of Comprehensive Program Review.

## Instructional Units Comprehensive Program Review

### 1. Course Scheduling, Sequencing & Modality (Pillar One: Clarify the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to report on course scheduling, course sequencing and/or course modality for your program/unit that show students a clear pathway to completion (transfer or employment in field of study). Please include any recent updates or revisions that have supported clarifying your program's pathway, and any information as to how your program has worked towards providing a clear pathway. You do not have to report on all three (3) areas listed above, but the user is required to report on at least one.*

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No Value

### 2. Curriculum Analysis (Pillar Two: Enter the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to analyze their program/unit curriculum and describe any recent or upcoming changes in course offerings, degrees, certificates and/or content based on the analysis. Please include rationale for any changes, and how these changes enhance your program. Modifications to curriculum through analysis (i.e. increasing course offerings, adding new degrees or certificates, changing content to include support for academically unprepared students) support our students in entering the pathway they select.*

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No Value

### 3. Program Enrollment Trends (Pillar Three: Stay on the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user reviews the data provided on the program's enrollment trends (FTES, FTEF, and Productivity Ratio) and then responds to/evaluates the trends. The response should include strategies to improve/sustain enrollment, if your program offers courses at both campuses be sure to evaluate each campus' effectiveness and provide strategies to improve/sustain enrollment. Note: The user will need to review the data to write the reflection.*

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No Value

### 4. Learning Assessment (Pillar Four: Ensure Learning)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

##### LEARNING ASSESSMENT - CSLO

*For this item, the user is asked to review the results of CSLO assessments in their program/unit and describe how students are provided opportunities to practice the key knowledge, skills, behaviors reflected in the CSLOs. Please include any opportunities students have to apply and deepen knowledge and skills through active learning activities that are intentionally embedded into coursework.*

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No Value

#### DIRECTIONS ON HOW TO COMPLETE SECTION

##### LEARNING ASSESSMENT - PSLO

*For this item, the user is asked to review your PSLOs to ensure they are aligned with the requirements for success in further education and employment outcomes targeted by the program/unit. Please describe whether students are mastering learning outcomes and building skills across your program, and how results of learning outcomes are used to improve teaching and learning through program review, professional development and other intentional campus efforts. Include any updates or revisions to PSLOs that may improve or enhance student learning and program effectiveness.*

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No Value

### 5. Program Relevance (Pillar Two: Enter the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this section, the user evaluates the relevance of their program by describing how their program meets local demand for employment in this field of study, and/or how the program's effectiveness is demonstrated (i.e. by the completion, employment of graduates, etc.). Please describe any results from evaluating the program's effectiveness, if no measurement for effectiveness exists describe what is needed for measurement. Note: The user will need to review the data to write the reflection.*

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No Value

### 6. Retention, Success and Outcomes (Pillars Three and Four)

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*For this item, the user will respond to the pathway program data provided on retention, success and outcomes including strategies on improvement or sustainment. When considering the data, respond to/evaluate: course success trends, degree/certificate awards, transfers, examination of disaggregated data (i.e. race, income, age, gender) to determine equity gaps. Note: The user will need to review the data to write the reflection.*

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No Value

## 7. Marketing, Communication, Outreach (Pillars One, Two, Three)

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*For this item, the user will describe marketing strategies, student communication efforts, and outreach activities that help improve/sustain course and program enrollments, success, and completion. Include collaborations with student services (i.e. Outreach, Financial Aid, EOP&S, DSP&S, etc.) and/or administrative units (i.e. Marketing, Office of Equity & Inclusion, etc.).*

*Note: The user will need to review the data to write the reflection.*

*\*Please click here ([https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g\\_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw](https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g_bC9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw)) for guiding questions to assist you in your response.*

No Value

## 8. Impact of Equity Practice on Outcomes (Pillars One, Two, Three, Four)

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*For this item the user will consider the impact of equity practice in outcomes for any of the four (4) Guided Pathways pillars. Note, the user does not need to address every pillar, but most select at least one pillar to respond to.*

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No Value

## 9. Professional Development (Pillars One, Two, Three, Four)

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*For this item, the user will describe any revisions or updates to their program (i.e. curriculum, pedagogy, marketing, outreach, etc.) based on recently attended professional development, any planned professional development activities, and/or any identified future professional development needs.*

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No Value

## 10. Other (i.e. policy, procedure, practice)

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*For this item, the user can describe and/or provide any information that should be reported and included as part of this comprehensive program review, including anything relevant to planning for the next five years. Some information to consider for this open-textbox response are: revision of award policies/practices to mitigate institutional roadblocks for completion, and any technologies implemented that enhance the effectiveness and efficiency of program completion.*

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No Value

## 11. Five-Year Program Goals

**DIRECTIONS ON HOW TO COMPLETE SECTION**

**PROGRAM GOALS COMPLETION (FROM YEAR FIVE UPDATE)**

*For this item, your program will report on any goals from the Program Review Year Five Update that were in progress or modified, please note whether the goal(s) was abandoned or completed and the impact it had on your program (i.e. did completing the goal meet the anticipated outcomes, if goal was abandoned why, etc.).*

No Value

**DIRECTIONS ON HOW TO COMPLETE SECTION**

**FIVE-YEAR PROGRAM GOALS**

*For this item, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend any of the goals from the Program Review Year Five Update. Include action plans, timeline, responsible parties, and anticipated outcome(s) (i.e. SMART Goals). Please be sure to align each goal with the College's EMP 2020-2025 Goals ([https://www.losmedanos.edu/planning/LCMasterPlan\\_12.08.20\\_JSB.pdf](https://www.losmedanos.edu/planning/LCMasterPlan_12.08.20_JSB.pdf)).*

No Value

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)				
Goal 4. To better support students in accomplishing their academic and career goals – from entry to completion/transition – and to enhance course-level and program-level achievement, expand and deepen educational, workforce, and community partnerships. (District #3)				

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)				

## 12. Instructional Units Recommendations

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*Instructional Area Only. Based on Program Enrollment Trends and Program Relevance, please write one of the following recommendation in the response textbox:*

1. *Program meets community/student needs and mission of the college.*
2. *Program meets the mission of the college but is currently unable to meet community/student demand and should be expanded.*
3. *Program modifications are needed in order to adequately serve community/student needs and mission of the college and should be referred to the program revitalization processes.*
4. *Program does not meet community/student needs and mission of the college and should be referred to the program revitalization process.*

No Value

# Student Services Comprehensive Program Review - Counseling Office

## Latest Version

This cycle is used by Student Services and Learning Communities to plan for the next five years and report on updates from the last program review cycle, as part of Comprehensive Program Review.

## Student Services & Learning Communities Comprehensive Program Review

### 1. Activity & Service (Pillar One: Clarify the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to report on activities, services and support that contribute to providing a clear pathway for students to completion (transfer or employment in field of study). Please include any strategies or efforts to clarify the Learning, Major and Careers Pathways at LMC (i.e. educational planning, access to counseling, website updates, funding/initiatives to advance efforts, collaborations with instructional/administrative departments, revisions or changes to policies/processes/procedures, etc.).*

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No Value

### 2. Curriculum Support & Analysis (Pillar Two: Enter the Pathway)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to describe strategies, efforts and/or activities to support the advancement of students to "Enter the Pathway". This can include collaborations with instruction, and administrative services. Describe any efforts or strategies that support academically underprepared students to enter the pathway they select, K-12 partnerships, career/college exploration efforts, and/or the first year experience (i.e. research, technologies, partnerships, plans, etc.).*

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No Value

### 3. Learning Support Outcomes Assessment (Pillar Four: Ensure Learning)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to reflect on what was learned about the effectiveness of the program/unit over the last five years, including a summarization from assessment results of improvement/changes made to you program.*

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No Value

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user is asked to provide a chart of LSO plans for the next three-year cycle. The user can copy and paste the chart from a Word document and upload the Word document to the "Comprehensive PR-LSO Document" folder by clicking on the folder icon located on the right side of this section's title header.*

No Value

### 4. Retention, Success and Outcomes (Pillars Three and Four)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this section, the user will respond to the pathway program data provided on retention, success and outcomes including strategies on improvement or sustainment.*

*Describe any systems or processes that easily track students' progress towards completion including identifying students at risk and provides needed support; procedures and/or processes that help students to stay on the path and ensure learning.*

*Note: The user will want to review available data to write the reflection. When considering the data, respond to/evaluate: degree/certificate awards, transfers, examination of disaggregated data (i.e. race, income, age, gender) to determine equity gaps.*

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No Value

### 5. Marketing, Communication, Outreach (Pillars One, Two, Three)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this section, the user will describe marketing strategies, communication efforts, and activities that help improve/sustain enrollments, success, and completion. Include collaborations with other programs and/or units (i.e. Career Education, CORE, Instructional Programs, etc.) and/or administrative units (i.e. Marketing, Office of Equity & Inclusion, etc.).*

*Note: The user may need to review data to write the reflection.*

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No Value

### 6. Impact of Equity Practice on Outcomes (Pillars One, Two, Three, Four)

#### DIRECTIONS ON HOW TO COMPLETE SECTION

*In this section the user will consider the impact of equity practice in outcomes for any of the four (4) Guided Pathways pillars. Note, the user does not need to address every pillar, but at least one pillar needs to be selected to respond to.*

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No Value

## 7. Professional Development (Pillars One, Two, Three, Four)

### DIRECTIONS ON HOW TO COMPLETE SECTION

*For this item, the user will describe any revisions or updates to their program (i.e. integrated planning, marketing, equity-minded practice, processes, policies, procedures, etc.) based on recently attended professional development, any planned professional development activities, and/or any identified future professional development needs.*

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No Value

## 8. Other (i.e. policy, procedure, practice)

### DIRECTIONS ON HOW TO COMPLETE SECTION

*In this section, the user can describe and/or provide any information that should be reported and included as part of this comprehensive program review, including anything relevant to planning for the next five years. Some information to consider for this open-textbox response are: revision of award policies/practices to mitigate institutional roadblocks for completion, and/or any technologies implemented that enhance the effectiveness and efficiency of your unit.*

*\*Please click here ([https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g\\_bc9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw](https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g_bc9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw)) for guiding questions to assist you in your response.*

No Value

## 9. Five-Year Program Goals

### DIRECTIONS ON HOW TO COMPLETE SECTION

*If your program had any goals from the Program Review Year Five Update that were in progress or modified, please note whether the the goal(s) was abandoned or completed and the impact it had on your program (i.e. did completing the goal meet the anticipated outcomes, if goal was abandoned why, etc.).*

*For reference, you can access the report from your Program Review Year Five Update by clicking on the folder in the right-hand corner of the header title for this section. You will note a folder titled "Comprehensive PR-PR Y5 Report", your report will be located in this folder with your program/unit name in the title of the document.*

No Value

### DIRECTIONS ON HOW TO COMPLETE SECTION

*In this section, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend any goals from the program review year five update period. Include action plans, timeline, responsible parties, and anticipated outcome (i.e. SMART Goals). Please be sure to align each goal with the College's EMP 2020-2025 Goals ([https://www.losmedanos.edu/planning/LMCMasterPlan\\_12.08.20\\_JSB.pdf](https://www.losmedanos.edu/planning/LMCMasterPlan_12.08.20_JSB.pdf)).*

*\*Please click here ([https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g\\_bc9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw](https://email4cd.sharepoint.com/:w:/s/LMC/lmcres/ERkc2g_bc9pPlgSGHR3ynUUBSjmDOiNmV3h37F8TiFAPjw)) for guiding questions to assist you in your response.*

No Value

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)				
Goal 4. To better support students in accomplishing their academic and career goals – from entry to completion/transition – and to enhance course-level and program-level achievement, expand and deepen educational, workforce, and community partnerships. (District #3)				
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)				