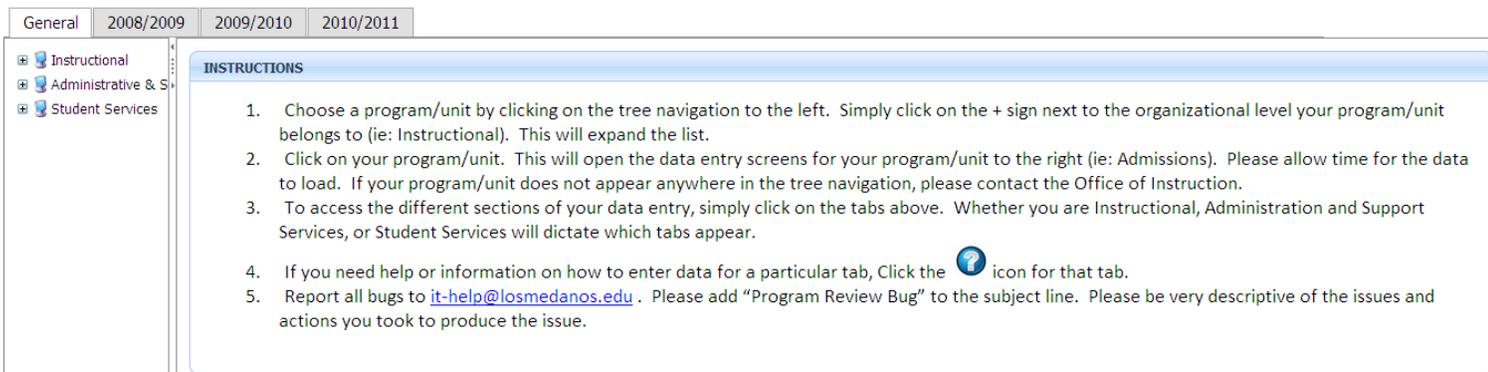


OUTLINE AND BRIEF INSTRUCTIONS

- I. You may access the Unit/Program review application locally by going directly to <http://10.39.9.16/PRver1.aspx>
You may also access the site through the sharepoint application:
locally, by typing lmcsharepoint into the address bar of your internet browser, or
remotely, by logging into <http://remote.losmedanos.edu> and clicking on the sharepoint link.
Once in sharepoint, click on the “program/unit review” tab. The application can be launched by clicking on the “Program Review Application” icon on the right hand side of your screen.
- II. General Instructions: When you access the site the following instructions page will appear:



General 2008/2009 2009/2010 2010/2011

Instructional
Administrative & S...
Student Services

INSTRUCTIONS

1. Choose a program/unit by clicking on the tree navigation to the left. Simply click on the + sign next to the organizational level your program/unit belongs to (ie: Instructional). This will expand the list.
2. Click on your program/unit. This will open the data entry screens for your program/unit to the right (ie: Admissions). Please allow time for the data to load. If your program/unit does not appear anywhere in the tree navigation, please contact the Office of Instruction.
3. To access the different sections of your data entry, simply click on the tabs above. Whether you are Instructional, Administration and Support Services, or Student Services will dictate which tabs appear.
4. If you need help or information on how to enter data for a particular tab, Click the  icon for that tab.
5. Report all bugs to it-help@losmedanos.edu. Please add “Program Review Bug” to the subject line. Please be very descriptive of the issues and actions you took to produce the issue.

Navigate to your program by expanding the categories on the left and clicking on your program.

- III. Example Unit/Program “General Page” page: You can see the “tabs” at the top of each page. Instructional CTE units/programs include a Core Indicator tab. Instructional and Student Service units/programs include the PSLO/Assessment tab. Contained in this tab are links to the documentation for PSLO assessment. Once a PSLO assessment document has been completed, it should be saved to the appropriate location on the P: drive (see instructions below). The Documents tab is where unit/program data is located along with a link to the comprehensive ARCC report website. On the General page is a short unit/program description and a brief mission statement. The mission statement should align with and support the college mission. **If your unit/program has not completed a description and/or a mission statement, you need to do so.** If you have a website for your unit/program, enter the URL and please indicate when your site was last updated.

Biological Sciences - Program/Unit Review

General 2009/2010 2010/2011 2011/2012 Core Indicator PSLO/Assessment Documents

[Print All Data](#)

Program/Unit Description

The LMC Biology Department offers courses that satisfy a wide range of major and non-major requirements. We offer general education courses for transfer and AA degrees, as well as pre-nursing classes for students interested in applying to RN or LVN programs. We also offer lower division biology majors courses required for students interested in medicine and biology research.

Mission Statement:

The LMC Biology Department offers extraordinary learning opportunities to general, biology major, and pre-professional students who have the motivation and drive for challenging courses in the biological sciences. We provide a strong biological foundation for further study and promote lifelong wellness. We strive to ignite the interest of students in the biological world in an environment characterized by high standards, encouragement, support, and a generosity of spirit.

Program Website URL:

Website Last Updated:

You should update your unit/program members by either editing existing members, adding new members, or deleting old members.

Biological Sciences - Team Members		
#	Program/Unit Member	Lead
Edit New Delete	Danielle Lubicich, Ph.D.	<input type="checkbox"/>
Edit New Delete	Denise Speer, DVM	<input type="checkbox"/>
Edit New Delete	Durwynne Hsieh, Ph.D.	<input checked="" type="checkbox"/>
Edit New Delete	Jancy Rickman, M.S.	<input checked="" type="checkbox"/>
Edit New Delete	Mark Lewis, Ph.D.	<input type="checkbox"/>
Edit New Delete	Sharon Wellbrook, DC	<input type="checkbox"/>
Edit New Delete	Donna McConnell, MS, RD	<input type="checkbox"/>
Edit New Delete	Julia Wilsie, Ph.D.	<input type="checkbox"/>

Page 1 of 3 (25 items)

- IV. As in the past we have three years of review, assessment and planning to address. You can access your unit/program data by clicking on “Documents”. Trends in seat count, retention & success rates and observations/recommendations have been provided by the Office of Institutional Research along with a link to the most current ARCC data. Click on the 2009/2010 tab. Below is an example. **Notice there are no narrow columns!** You can even widen these by clicking on the lines separating the columns. Units/programs should update the status and status reason by clicking on “Edit”. They should also update the “Program Improvements” column indicating what improvements were made to the unit/program by the attainment of the objectives. Remember, we are at the sustainable, continuous quality improvement level!

Biological Sciences - Program/Unit Review

General	2009/2010	2010/2011	2011/2012	Core Indicator	PSLO/Assessment	Documents										
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <ul style="list-style-type: none"> Instructional Administrative & Support Student Services <p>Print All Data</p> </div> <div style="width: 80%; text-align: right;"> <p>Biological Sciences - 2009 Program Review</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Objectives</th> <th>Status</th> <th>Status Reason</th> <th>Program Improvements</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Edit</td> <td>Hire 3 FT faculty members</td> <td style="text-align: center;">5 - Abandoned</td> <td> <p>We submitted multiple Box 2A requests, and were able to hire one FT instructor as a replacement for one recently retired instructor. We have unfortunately had to abandon further work on this objective until the economic outlook in California becomes more conducive to the hiring of additional FT faculty.</p> <p>It should be noted that this replacement hire merely helped us to retain our current FT/PT</p> </td> <td>Danielle Liubicich, our newest FT bio faculty member, has brought extraordinary talent, energy, enthusiasm, and spirit to her classes and to the department.</td> </tr> </tbody> </table> </div> </div>							#	Objectives	Status	Status Reason	Program Improvements	Edit	Hire 3 FT faculty members	5 - Abandoned	<p>We submitted multiple Box 2A requests, and were able to hire one FT instructor as a replacement for one recently retired instructor. We have unfortunately had to abandon further work on this objective until the economic outlook in California becomes more conducive to the hiring of additional FT faculty.</p> <p>It should be noted that this replacement hire merely helped us to retain our current FT/PT</p>	Danielle Liubicich, our newest FT bio faculty member, has brought extraordinary talent, energy, enthusiasm, and spirit to her classes and to the department.
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- V. 2010/2011 Progress Report: Click on the “2010/2011” tab. The objectives you developed last Fall should appear. Please report the status and reason for status. If your program has experienced improvements based on achievement of the objective, please indicate what those improvements are in the last column. If it is too early, you will have an opportunity to reflect on this, have a unit/program dialogue, and report improvements next year.

Biological Sciences - Program/Unit Review

General	2009/2010	2010/2011	2011/2012	Core Indicator	PSLO/Assessment	Documents															
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	<p>1. Improve student access to majors courses</p> <p>2. Improve student success in majors</p>																				

- VI. New Fall 2011 Planning Objectives. Below is the template for developing objectives and plans for this year. By clicking on “New” for each new objective, you will get the page below this one. Click in each box to input the information and **click on “Update” in the lower right-hand corner to save any information.**

General	2009/2010	2010/2011	2011/2012	Core Indicator	PSLO/Assessment	Documents
Biological Sciences - 2011 Program Review						
#		Objective Name*	Objectives*	Activities Lead	Timeline	
New No data to display						

[Print All Data](#)

X
Edit Form

Objective Name*

* = REQUIRED FIELD

Objectives*

Rationale

Activities

Activities Lead

Timeline

If Your Timeline Is Not Specified Above, Please Specify

Resource Allocation Process (RAP) Requests For This Objective:

RAP Request: Resource Form You Are Submitting To RAP For This Objective?

RAP (Program Maintenance Requests Only): Type of Maintenance Request

RAP: If you chose "Other" for a Maintenance Request, Please Specify

Check At Most Two College Goals That This Objective Supports:

Goal 1: Improve the learning of students

Goal 2: Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals

Goal 3: Offer high quality programs that meet the needs of students and the community

Goal 4: Ensure the fiscal well being of the college

Goal 5: Enhance a culture of innovation, inclusiveness, and collaboration

Goal 6: Establish a culture of research and planning, implementing, assessing, and improving

[Update](#) [Cancel](#)

VII. Core Indicator Section: CTE units/programs are to complete this section a part of which is shown below:

General	2009/2010	2010/2011	2011/2012	Core Indicator	PSLO/Assessment	Documents												
<div style="display: flex; justify-content: space-between;"> Print All Data <div style="text-align: center;"> <p>Last Year's Core Indicators</p> <table border="1"> <thead> <tr> <th>Core Indicator</th> <th>Checked</th> <th>Achieving</th> <th>Program Not Meeting</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No data to display</td> </tr> </tbody> </table> </div> </div>							Core Indicator	Checked	Achieving	Program Not Meeting	No data to display							
Core Indicator	Checked	Achieving	Program Not Meeting															
No data to display																		
<p>2011 Core Indicators - Only for CTE Programs</p>																		
				<table border="1"> <thead> <tr> <th>Core Indicator</th> <th>Is your program achieving the state negotiated target?</th> <th>If the program is not meeting the state negotiated target and/or the trend is declining, please discuss what steps the program will take in 2010-2011 to meet the target and reverse the trend.</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Core Indicator 1 - Technical Skill Attainment</td> <td> <input type="radio"/> Yes <input type="radio"/> No </td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Core Indicator 2 - Credentials, Certificate or Degree (Completions)</td> <td> <input type="radio"/> Yes <input type="radio"/> No </td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Core Indicator 3 - Student Persistence or Transfer</td> <td> <input type="radio"/> Yes <input type="radio"/> No </td> <td><input type="text"/></td> </tr> </tbody> </table>			Core Indicator	Is your program achieving the state negotiated target?	If the program is not meeting the state negotiated target and/or the trend is declining, please discuss what steps the program will take in 2010-2011 to meet the target and reverse the trend.	<input type="checkbox"/> Core Indicator 1 - Technical Skill Attainment	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="checkbox"/> Core Indicator 2 - Credentials, Certificate or Degree (Completions)	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="checkbox"/> Core Indicator 3 - Student Persistence or Transfer	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
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<input type="checkbox"/> Core Indicator 3 - Student Persistence or Transfer	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>																

VIII. PSLO/Assessment. This section separates programs from units. The Teaching and Learning Project has recently determined that **for the purposes of assessment, a program at LMC shall be defined as:**

- A program of study leading to a degree
- A program of study leading to a state-approved certificate
- An organized service or sequence of courses leading to a defined objective

Units that don't satisfy this definition are not required to establish and assess PSLOs (Student Learning Outcomes are probably not appropriate for units) and may wish to remove any PSLOs they developed in the past. Student Service programs, ESL and Developmental Math and English are examples of an "organized service or sequence of courses leading to a defined objective."

Programs: **If you have not already done so**, you are required to complete a PSLO assessment by the beginning of Fall 2012. In this section you are to complete the "Teaching and Learning Project Assessment Report" as outlined below (Mac users: You can access the P drive by using remote.losmedanos.edu):

5. Use writing independently as a tool for learning and communicating.
6. Engage in writing as a recursive process .
7. Observe, monitor and evaluate strengths and weaknesses, then apply feedback to improve skills and learning
8. Use college resources to expand learning effectiveness.

Planning Data

 [For PLSO assessment planning purposes only. This form is optional and does not need to be uploaded to the P-drive.](#)

To complete your assessment, open the Word document below. Fill out the questionnaire and save the file with your Program/Unit name to the P:/PSLO Assessment Reports Folder

 [Click to view the TLPReportForm.doc template](#)

IX. Feedback on the Fall 2011 Unit/Program Review, Assessment and Planning

Feedback on the design, template, and process will be gathered through a survey that can be accessed by clicking on the link located on the left hand side of the program review application (see below). You need to leave feedback on the process upon the completion of your updates and creation of your new objectives.

English- Transfer - Program/Unit Review

General 2009/2010 2010/2011 2011/2012 Core Indicator PSLO/Assessment Documents

Instructional
Administrative & Supp
Student Services

[Print All Data](#)

[Unit/Program Review Survey](#)

Program/Unit Description The English/ESL

- transfer le
- college le
- basic skil
- language process (

Design HT