Guide to the Program/Unit Review for 2014-2015

We look forward to assisting you with completing a thoughtful and collaborative review of your program/unit in 2013-14 as you complete your plan for the 2014-2015 academic year.

The final date to complete your program/unit review is February 18, 2014.

Please note: The program/unit review for next year is being labeled as the "2014-15 program/unit review" so that it is more clearly aligned with resource allocation for 2014-2015. As a result, when you provide the status of your past year's objectives, it will be for the year labeled as 2012-2013. We are not missing a year of planning, but are making a correction in the labeling of the year to clearly indicate which year we are planning and requesting funds for.

In our effort to make the Program Review Submission Tool (PRST) more user-friendly, additional information and tips are included in the tool. In addition to this Guide, you can also consult:

- Guide to Accessing SQL
- Program Unit Review Checklist

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

Accessing the PRST and signing-on

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

Access the PRST from the website: 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 are accessible from:

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

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

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

The "Program Review Home Page" has information and links to documents so please begin there!

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

Example: "Instructional", "Business" and "2014-15".

Go through each of the 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 (All instructional, student service, and administrative programs/units)
    a. "Profile & Mission" sub-tab

    Tips:

    - Does your profile describe your unit/program well?
    - Does it describe who your students are?
    - 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 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 of the program/unit.

Review the data and assessment results for your program

2. "Data Repository" tab (All instructional, and some student services programs)
    a. SQL Reporting Services link – Completion and success data for your instructional program and some student services programs have been gathered by District Research for the previous 6 semesters. The link will open a new window and will take you to InSite (on the district portal). 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".

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

    b. Core Indicator data - CTE TOP-Coded programs should review their Core Indicator data uploaded in the PRST in the window on the right of the screen called "File Explorer" in "Current Folder". The link will open a new window. (If asked for a password, you may need to your desk password to open the Excel file.)

    c. Student Success ScoreCard Data – Review the data for LMC and drill down to see 5 year data.

    d. Chancellor's Office MIS data - Gather additional data about your program.

e. LMC Awarded Degrees and Certificates – This spread sheet lists completions for each program offered by the college, including skills certificates. After reviewing the number of completions for each degree and certificate program in your department, please complete the form called "Institution-set standards for Programs". ***(Form is being developed in TLC.)***

Tips:

- Review completion and success data about your program (and assessment results for your courses and programs) before you develop future objectives and comment on the status of the previous year's objectives.
- Analyze the SQL data to determine where inventions may be needed. Review the gap in success and completion of students in your program and courses to determine if there are gaps between students of different ethnicities. Strategic Priorities #1 and #4 of college aim to improve completions and address the achievement gap. Does your program need to implement interventions as you consider your future objectives?
- "Institution-set standards for programs" in your department should be set after departmental dialog. This is the standard below which your department feels it is not being effective. Include the rationale in setting these standards.

3. "Core Indicators" tab (For all CTE TOP-coded programs)

a. "New" sub-tab
Include your program's most recent data for each Core Indicator in the 2014-15 academic year. If your CTE program is not within 10% (below), at, or above the 'negotiated target', please indicate what the program will do to improve the numbers and the trend in the window provided.
Tips:

- As you do this review, begin to consider what interventions may be needed and whether you need to develop new objectives next year to address this.
- If funds are necessary to change the trend, begin to determine if Perkins funds will need to be requested during the Resource Allocation Process (RAP) next year to address falling below the negotiated target.
- To review your comments or plans to improve previous year's core indicators, change the program review year at the top of the screen to the appropriate year. For last year, look up 2012-13. (We will keep the **2013-14 academic year blank** as we correct 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 course 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 with your request for Perkins funds during the RAP process.

4. “Assessment” tab (For all Instructional Programs)
    a. “Program Outcomes” sub-tab
    - Every degree and certificate (Achievement and Skills) offered by the Department is now uploaded in the PRST. Click on the drop-down window at the top and “Select a Specific Program for PSLOs” and type in the PLSOs for each of the ‘programs’ offered by your department. (Next year, all the PSLOs will roll over.)
    - Upload your completed program level SLO assessment report document in this screen. (It will be stored in the data repository of your program.) ***(This is still in development.)***

    Tips:
    - Previously, most departments had one set of PSLOs for all the programs offered by the department. This list is available to view in the first window “Select a Specific Program for PSLOs”.
    - Once you select a specific program, please type in the PSLOs for each program as developed by the department and listed in your Course Outlines of Record.
    - Please check the list of programs offered by your department. It should match the list in the 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 discuss with your dean.
    - Please save your PSLO report in the following format to find it easily in the future. Name of the department, program, along with the year and semester the program assessment was completed. Example: WELDCA-Spring2013 for Welding, Certificate of Achievement, assessment completed in spring 2013.)

    b. “Course Assessment” sub-tab
    - Change the program review year in the drop down window (at the top) to 2012-2013, which is Year One of the new Assessment Cycle adopted by the College. All the courses which have been assessed in Year One (Cohort one) will appear. Complete the following within this sub-tab:
        - “Assessed” – Upload the course level assessment report for each course assessed. The box will appear as “checked” after the report is uploaded. All Year One (2012-2013) assessment reports should have been completed by now and Year Two (2013-2014) assessments should be in progress.
        - “COOR Update” – check the box if the COOR has been updated. All Year One course COORS should have be updated and approved during the 2013-2014 academic year.
        - “Objective needed” – check the box if the assessment of the course lead to the discovery that a change was required and that you needed to develop a new objective to address this.
        - “Objective Written” – check the box if the change is included in the new objectives for the next year.
    - Change the program review year in the drop down window (at the top) to 2013-14, which is Year Two of the new Assessment Cycle. As you begin completing the assessment process for 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 1 is 2012-13, Year 2 is 2013-14, Year 3 is 2014-15, and Year 4 is 2015-16. If you don't see your courses in cohorts, please work with SLO Coordinator - Christina Goff - to get this information uploaded.
- Upload your course level assessment reports to the PRST.

Report on the status of last year's objectives

5. "Past Objectives" tab (All programs and units)

   In order to see the past year's objectives, click on the 2012-13 in the window at the top of the screen. Complete the following sections:

   - "Status" – indicate if it is completed, in progress, abandoned etc.
   - "Status Reason" – complete this section if the objective has not been accomplished.
   - "Program Improvements" - Clearly indicate what improvements are resulting from the objectives developed that year.

   Tips:

   - Please keep student success – student achievement (completion) and student learning (assessment results) in mind when commenting on improvements.

Develop objectives for next year

6. "New Objectives" tab (All programs and units)

   In order to input the next year's objectives, click on the 2014-15 in the window at the top of the screen. Plan your objectives for the year starting July 1, 2014 and ending June 30, 2015. (Remember, we are making an adjustment in the labeling of the year for program review and planning, so that we clearly plan in the current year for the upcoming year to better align planning with the resources allocation process for the upcoming year.)

   a. "Add Objective" sub-tab

      Your program assessment results should provide ideas on what to do 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 arrived at this objective. For example, it may be something like "The results of assessing the first project in spring 2013 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.
- "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.

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 priorities.
- The "new objective" should not be the "activity" or method or achieving the objective. For example, "Purchasing new equipment" is not an objective; it is the activity. Think about how the objectives 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 input is incorporated at the 'front end' and not just as feedback after review process is completed and submitted.

Review and print your program review; Evaluation

7. "Final Step" 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" – The lead person from the program/unit should check the box if your program/unit review has been fully completed. You are certifying that it is a complete program review. To determine if you have completed everything, please review the Program/Unit Review Checklist.

   Tips:

   - Please set your printer preference to "landscape" before you print.

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

The deadline to complete program/unit review is February 18, 2014.

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

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