**COMPREHENSIVE PROGRAM REVIEW GUIDE**

**Administrative Services 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 with the discipline name for your program/unit to view and download your *Comprehensive Program Review Template* for your Administrative Services Unit.

**Step #2**: Login to the [Program Review Submission Tool (PRST)](https://prst.losmedanos.edu/programreview/)\* then click on the “year” drop-down box and “2017-18”. Then click on the second tab from the bottom on the left-hand side of the screen labeled “Review & Verify”. Please be sure to select all of the options that apply to your program/unit (i.e. PR Objectives, Program SLOs, Unit Profile/Mission/Members). Then click on the button “Open in PDF”, this will open your Program Review for that year so you are able to save it to your computer and/or print. Please repeat this step for the past three (3) additional years (i.e. 2016-17, 2015-2016 and 2014-15).

***\*Please Note –*** *when logging in and accessing documents to download and/or print in the Program Review Submission Tool (PRST), please be sure to disable the pop-up blockers in your internet browser.*

**Step #3**: **Data/Survey Results Access**

To assist in completing the Comprehensive Program Review for your Administrative Unit, you can access data and survey results by visiting <http://www.losmedanos.edu/planning/survey.asp>. In addition, feel free to use any data your program/unit may have internally. If there is data which you are unable to locate, please contact the Office of P&IE at extension 37300 or via e-mail at [brobertson@losmedanos.edu](mailto:brobertson@losmedanos.edu). This office will work with District Research in attempting to locate the data you are requesting.

**COMPREHENSIVE PROGRAM REVIEW TEMPLATE INSTRUCTIONS**

1. **Evaluation/Analysis**
   1. **Review and reflect on the past four (4) years’ of your program/unit reviews (downloaded and/or printed in Step #2). Include in your analysis any decline performance over the past four (4) years. Consider available data that shows trends in gender, age, ethnic breakdowns and the populations described in the Student Equity Plan. Describe the action plan or goals developed to address success in underperforming areas and what support services do/will you offer in order to meet those goals.**

* 1. **Provide a summary of the previous two to five years and present professional development activities involving your program/unit members. Include any impact whether directly or indirectly these activities have had on student success. Consider if these training and opportunities have been sufficient to support the needs of your department/program. Provide examples of any equity focused professional development that your program/service has participated/engaged in and any future equity focused professional development opportunities.**
  2. **Describe any current collaborations occurring between your program/service and other programs/units/services both within Student Services and outside. Include any impact (directly or indirectly) on student success (i.e. Outreach collaborating with CTE for Career Focus Friday).**

1. **Long Term Goals (How To Get There)**
   1. **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.**

**2.2 *PLEASE NOTE* – If you are submitting a Resource Allocation Proposal (RAP), you must enter this information in to the appropriate resource request table**  **included in Section 2.2 of the template (Faculty/Staff, Operating and/or Professional Development). There is no separate form at this time.**

* **If you have multiple Faculty/Staff Resource Requests 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)