**COMPREHENSIVE PROGRAM REVIEW GUIDE**

**Learning Communities**

To assist your program 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 additional documents and data for your program which will assist you in responding to the sections in this template.

**Getting Started**

**Download the Comprehensive Program Review Template.**

Visit <http://www.losmedanos.edu/planning/datapacket.asp> and click on the link with the name for your program (column 1) to download your *Comprehensive Program Review Template.*

**Resources for Section 1**

**Print your Past Program Reviews (Use to Complete Section 1.1)**

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).

You will use the information in your past program reviews to help you complete Section 1.1 of the Comprehensive Program Review.

**Programs with PSLO’s**

***(If your program does not have PSLO’s please skip to the next section.)***

**PSLO Assessment (Use to Complete Section 1.2)**

## In Column 6 (titled “PSLO Assessment Reports Submission) the *Link* will direct you to the Program Review Submission Tool (PRST). Login to the PRST and click on “Learning Communities” in the drop-down box at the upper left-hand side of the screen, then click on your program. Next click on the “Assessment” tab located at the far left-hand side of your screen. If you have not uploaded your PSLO Assessment Report, click on the “Upload” button located in the right side of the interface to upload the *PSLO Assessment Report* for your program. If you have already uploaded your PSLO Assessment Report, you do not need to upload it again.

You will need to have the PSLO Assessment Report and plans for your program/service to complete section 1.2.

**Resources for Section 2**

**Download your Data Summary (Use to Complete Section 2)**

Click on the link in the “#8 SQL Report” column for your program to view and download the *Data Summary* for your program. You will need the summary to complete the required portions of Section 2 of the Comprehensive Program Review.

Optional: View or download the *Data Detail* document for your program. This includes significantly more detailed available data for your program which will allow for further analysis.

**Note Regarding Section 3**

**Should I Complete the Optional Requests?**

This year there will be no separate RAP (Resource Allocation Process) Requests after Program Review. Therefore if you have any resource needs (staffing, funding, facilities, or equipment) related to achieving your new goals/objectives outlined in your Comprehensive Program Review, it is important that you capture them in these optional areas.

**Programs with Advisory Boards – Section 4**

***(If your program does not have an Advisory Board please skip to the next section.)***

**Review the Sample Advisory Board Update (Use to Complete Section 4)**

In Section 4 you are asked to provide a brief overview of the purpose, structure and effectiveness of your Advisory Board. The following example is designed to assist you.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose** | **Structure** | **List of Members** | **Meeting Dates** | **Effectiveness** |
| *To receive input from our clinical and community healthcare partners, local industry, educational partners, and our students and staff. We also inform the Board of current data, updates to the program and in legislature as well as changes in job market, curriculum, equipment, funding and facilities* | * *Faculty & Staff* * *Department Dean* * *Department Chair* * *Associate Dean* * *LVN Class President & VP* * *1st Yr RN and 2nd Yr RN Presidents & VPs* * *Clinical Partners & Agency Representatives* * *Workforce Development Rep* * *Admissions & Records Nursing Evaluator* | *A’kilah Moore*  *Joanne Bent*  *Sharon Goldfarb*  *Colin McDowell*  *Mel Herman*  *Debra Hawkes*  *Wayne Basye*  *Karima Dunlap*  *Ashley Moore*  *Acela Vergara*  *Alyssa Fumar*  *Sophia Ervin*  *Lynn Van Hofwegen*  *Diane Hunter*  *Lynda Creighton*  *Holly Edmark*  *Matti Vasankari*  *Julie O’Brien*  *Roxanne Holm* | *May 5, 2015*  *May 3, 2016* | *Due to our Advisory Board we are able to inform faculty and students of changes in the job market including opportunities for internships. Our clinical partners are also able to inform of us of their policy changes and updates to their requirements. Our CSUEB partners bring us up-to-date on opportunities for transfer to BSN programs. We also receive important qualitative data from all members. All of this information helps inform all parties of necessary changes to current policies, requirements, protocols, curriculum, etc. to best adapt to the changes in the healthcare industry to better best educate our students.* |

**Programs Responsible for CSLO Assessment – Section 5  
(Transfer Academy Only)**

***(If your program is not responsible for CSLO assessment please skip to the next section.)***

**Download COORs Status (Use to Complete Section 5.1)**

In Column #4 (titled “#4 COORs”) click on the link to view and download the document listing the status for the Course Outline of Records. Please scroll down to the course outlines of record for your program. COORs listed in blue font have not been updated since 2011, and are the ones you should list in your response to question #5.1.

**Download Assessment Status Sheet (Use to Complete Section 5.2)**

In Column #5 (titled “7.1 Assessment Status”) click on the link to view and download a PDF of your program’s assessment status (this document will be used to complete Section 5.2).

**Download Past Section Offerings with Enrollments (Use to Complete Section 5.3)**

In Column #3 (titled “#3 Course Offerings FA15-SP17”) click on the links for the FA15, SP16, FA16 and SP17 to view and download your program’s course offerings for each semester (these documents will be used to complete Section 5.3).

**FINAL STEP – SUBMISSION**

Save the completed Comprehensive Program Review for your program as a Word document and title it – “Comprehensive Program Review 2017-18 (Insert the Program Name)”. For example, “*Comprehensive Program Review 2017-18 Umoja*”.

Submit your Comprehensive Program Review via e-mail to [LMCProgramReview@email.4cd.edu](mailto:LMCProgramReview@email.4cd.edu).