**COMPREHENSIVE PROGRAM REVIEW GUIDE**

**Student Services Programs/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 Student Services program/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**: Click on the link in Column 7 (titled “#8 SQL Report”).

* **CalWORKS, EOPS, Financial Aid, DSP&S and International Students -** The link named [*SQL*](http://reports.4cd.net:82/Reports/Pages/Folder.aspx?ItemPath=%2fResearch+Department%2fLMC+REPORTS%2fPROGRAM+REVIEW&ViewMode=List) will direct you to the *SQL Data Reporting System*\*. You will need to login to the system utilizing your InSite username and password combination. Please review the [*User Guide to Accessing SQL for Program Review Data*](http://www.losmedanos.edu/planning/documents/UserGuidetoAccessingSQLforProgramReviewData.pdf) to assist you with accessing and downloading your data reports. ***\*Please Note*** *– you can only access the SQL Data Reporting System on campus.*
* **Athletics, Counseling and DSP&S** - The link named *PDF* is the SQL Report compiled by District Research which includes the data for your program/unit to inform you of course completion rates, retention and success disaggregated by as many elements as District Research is able to provide. ***Please Note – this report only includes data on the program/unit level and does not include achievement data.* To view detailed data for individual courses in your program/unit and achievement data, you can access (on campus only) the** [***SQL Data Reporting System*.**](http://reports.4cd.net:82/Reports/Pages/Folder.aspx?ItemPath=%2fResearch+Department%2fLMC+REPORTS%2fPROGRAM+REVIEW&ViewMode=List)
* **Student Retention &Support Services, Admission & Records/Veterans, Career Center, CARE, Outreach, Office of Student Life, Transfer Center –** The link named *Data* will direct you to the “LMC Office of Planning & Institutional Effectiveness-Data & Surveys” webpage. This webpage contains links to data and survey results which may assist you in responding to sections within your template. 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. This office will work with District Research in attempting to locate the data you are requesting.

**Step #4**\*: In Column 6 (titled “PSLO Assessment Reports Submission) the link named *Link* will direct you to the Program Review Submission Tool (PRST). Login to the PRST and click on “Student Service” in the drop-down box at the upper left-hand side of the screen, then click on your program/service. 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/service. If you have already uploaded your PSLO Assessment Report, you do not need to upload it again.

***\*Please Note*** *– you will need to have the PSLO Assessment Report and plans for your program/service to complete section 1.2.*

**Programs/Services Who Offer Courses**

***(If your program/unit does not offer courses please skip to the next page to begin template instructions)***

**Step #5**: 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 #3.2 (this document will be used to complete Section 3).

**Step #6**: In Column #5 (titled “7.1 Assessment Status”) click on the link to view and download a PDF of your program/unit’s assessment status (this document will be used to complete Section 3.3).

**Step #7**: 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/unit’s course offerings for each semester (these documents will be used to complete Section 3.4).

**COMPREHENSIVE PROGRAM REVIEW TEMPLATE INSTRUCTIONS**

1. **Evaluation/Analysis**
	1. **Review and reflect on the past three (3) years’ of your program/unit reviews (downloaded and/or printed in Step #2). Describe how the effectiveness of your program and services has been evaluated over the past three (3) years. Analyze for any major objectives and improvements. Also identify any successes that resulted from these changes. Include contributing factors that led to these changes and consider available data that may support trends in gender, age, ethnic breakdowns and the populations described in the Student Equity Plan.**
	2. **In column #6 (titled “#7.2 PSLO Assessment Reports Submission”) click on the link provided in this column for your program/service to access the** [**PRST**](https://prst.losmedanos.edu/programreview/)**. The link will require you login with your InSite username and password. Once logged in to the PRST, click on “Student Services” in the drop-down box at the top of the screen, then click on your program/service in the next drop-down box and then click on year “2017-18” in the third drop-down box. On the left hand side of the screen, click on the tab titled “Assessment” (see image below for example). Summarize your program/service PSLO assessment reports and plans, also include a summary of any changes that you are making to your PSLOs.**



* 1. **Provide a summary of the previous two to five years and present professional development activities involving your program/service’s 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), for Staffing you must enter this information in to the Faculty/Staff Resource Request table included in Section 2.2 of the template. 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.**

 **2.3 *PLEASE NOTE* – If you are submitting a Resource Allocation Proposal (RAP), for Staffing you must enter this information in to the Operating Resource Request table included in Section 2.3 of the template. There is no separate form at this time.**

* **If you have multiple Operating Resource Requests you can copy and paste the corresponding blank resource request table in to the template again so you can complete additional requests.**

 **2.4 *PLEASE NOTE* – If you are submitting a Resource Allocation Proposal (RAP), for Staffing you must enter this information in to the Professional Development Resource Request table included in Section 2.4 of the template. There is no separate form at this time.**

* **If you have multiple Professional Development Resource Requests you can copy and paste the corresponding blank resource request table in to the template again so you can complete additional requests.**

1. **Units/Programs Who Offer Courses**

**3.1 Please review the document for “SQL Report” which provides data on course retention and success, disaggregated by as many elements as District Research is able to provide (downloaded in Step #3).**

***Please Note – this report only includes data on the program/unit level and does not include achievement data.* To view detailed data by courses for your program/unit and achievement data, you can access (on campus only) the *SQL Data Reporting System*.**

**You may also access instructions for navigating the system and logging in to the system, via the links provided on the** [**Comprehensive Program Review Data Packet**](http://www.losmedanos.edu/planning/datapacket.asp) **webpage. To login to the reporting system you will be required to enter your InSite username and password. For your convenience, a link to the instructions and system has also been provided below:**

[***SQL Data Reporting System***](http://reports.4cd.edu:82/Reports/Pages/Folder.aspx?ItemPath=/Research+Department/LMC+REPORTS/PROGRAM+REVIEW&ViewMode=List)

[***User Guide to Accessing SQL for Program Review Data***](http://www.losmedanos.edu/planning/documents/UserGuidetoAccessingSQLforProgramReviewData.pdf)

**Based on your review of the SQL Report, please complete the table provided in the template for fall 2016 and spring 2017, to indicate the course completion rate and course success rate for African-American students, low- income students and all students in your program/unit.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | African-American  | Low Income Students |  All students in program/discipline |
| Completion Rate (program/discipline) | *70.1% (FA16)**66.1% (SP17)* | *77.1%(FA16)**75.1%(SP17)* | *78.0% (FA16)**74.9%(SP17)* |
| Success Rate (program/discipline) | *57.7%(FA16)**47.6% (SP17)* | *65.5%(FA16)**59.6% (SP17)* | *65.1%(FA16)**61.3%(SP17)* |

**3.2 Please review the document for COORs, which provides the status for updating the Course Outline of Records for your program/unit (downloaded in Step #5). Please scroll down to the course outlines of record for your program. COORs listed in blue font have not been updated since 2011. Based on the review of the “COORs Update” document, provide a status for those COORs that have not been updated since 2011.**

**Also provide a summary analyzing the status of your curriculum including prerequisites/co-requisites, depth, breadth, rigor, sequencing and time to completion. Be sure to include any major changes such as addition/deletion of courses, new certificates/degrees offered, changes in sequencing of courses, etc.**

**3.3 Please review the document titled “Assessment Status” which provides the status of course assessments for your program/unit discipline in Cycle 1 2012-2017 (downloaded in Step #6). Based on the review of the document identify any courses that were not assessed in Cycle 1 and include an explanation as to why they were not assessed.**

 **In addition, summarize your program/service CSLO assessment reports and plans. Include a summary of any changes you have made or are planning to make to your CSLOs.\***

 **\*Note – if you can’t locate your assessment reports/plans, you can login to the** [**PRST**](https://prst.losmedanos.edu/programreview/) **and change the program year (located at the top right corner of the screen interface) to the year in which you completed your CSLO assessment. Then click on the data repository and you can view the CSLO assessments that you have uploaded.**

**3.4 From your review of the documents for your program/unit course offerings during the past two (2) years (downloaded in Step #7) and any additional historical information/data you may have; provide an analysis of how the courses in your program/unit have changed over the past five years (i.e. new courses, changes to existing courses, etc.), how did these changes enhance your program/unit and if there are any plans to change the course offerings in program/service (see example below).**

|  |  |
| --- | --- |
| How have your courses changed over the past 5 years (new courses, significant changes to existing courses)? | *The addition of co-requisite support courses for (e.g. ENGL-100S for English 100 and MATH-028 for Math 34.* |
| How have these changes enhanced your program?  | *The addition of these courses has provided opportunities for students to take transfer level courses within their first year.* |

1. **Programs/Services With Advisory Board**

**4.1 Provide a brief overview of the purpose, structure and effectiveness of your program/service Advisory Board. Also include board membership and meeting dates for the past two (2) years (see example below).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose** | **Structure** | **List of Members** | **Meeting Dates (2015-2017)** | **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*
 | *Dr. 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**Sheri Empeno**Irene Pakel**Sarah Eydam**Julie Turner**Terri Horvath**Annette Hensley**Anna Alvarado**Anne Rainero**Julie Gurecki**Patrice Moore**Joyce O’Rourke**Trang Nguyen**Susan Reno**Lety Cazares**Paul Bayard**Lillian Roselin**Keith Archuleta* | *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.* |

**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