FALL 2009

STUDENT SERVICES PROGRAM REVIEW, ASSESSMENT AND PLANNING (SSPRAP)

PROGRAM: _____

PROGRAM WEBSITE: _____ LAST UPDATED: _____

INSTRUCTIONS

This is the 3rd annual update to the comprehensive program review and plan completed in Fall, 2006. We have continued to revise and try to improve the structure and templates for planning and assessment and this document reflects the ideas from many college groups and individuals. Following are the steps for completing the review and plan. The electronic file and a hard copy of the plan (including applicable signatures) are due to your dean no later then **November 20, 2009.**

I. The purpose of program review, assessment and planning (PRAP) is to **improve programs and services**. The first table of the PRAP should be used to review the objectives, status and comments from 2006 – 2007 (copied in the first table) and identify changes and improvements to your program.

II. The second table contains the objectives you listed in Fall 2008. This part asks you to give a status and assessment report on those objectives. You may need to revise or determine that an objective is no longer necessary or doable.

III. The third section is the template for addressing your program objectives for Fall 2009: Please list new objectives that you believe will create improvements to your program. If you need more rows go to “table” and “insert row below”. Be sure to complete all sections of the table, including the lead for each objective, rationales, activities, the relationship to a college goal, timelines and resources needed. In this way our planning processes will be linked and integrated with the resource allocation process.

IV. The next three pages describe the program student learning outcomes, the assessment cycle and assessment grid. This Fall semester 2009, each program is to complete an assessment planning grid. The assessment of program SLOs is part of the program review and plan and is submitted within this document.

V. The last part of this PRAP is to give feedback to the Research and Planning group. We are taking the “sustainable, continuous, quality improvement” notion seriously and we value your input!

All program/department members should collaborate in the program review and planning process.

Names and signatures indicate you have had an opportunity to participate and have reviewed it:

Program lead: _____

_____

_____

_____

_____

_____

_____

[add or delete lines as appropriate to the number of program members]

Received and approved on _____[date] by:

Dean's signature _____

Program review, assessment and planning documents are on the planning website at:

http://www.losmedanos.edu/planning/instructionalprogramreviewplanning.asp

Program data is provided by the Research Office. If you would like other data please contact the Research Office. If you would like cognos data and need training, please see your dean.

I. UPDATE on FALL 06 AND FALL 07 PROGRAM OBJECTIVES

Programs developed objectives in Fall 2006 and Fall 2007 and these are copies in the first column. The status/comments made last fall are included to the right. In the third column we ask that if an objective was achieved, what improvement did it make to your program? The intent of this section is to document how you "closed the loop" on the program review, assessment and planning process by making improvements to your program.

OBJECTIVES	STATUS/COMMENTS	PROGRAM IMPROVEMENTS

II. UPDATE on FALL 08 OBJECTIVES

The objectives you identified fall 2008 are included in the first column. In the second column is give status and comments you have for each objective. In the third column, if achieving the objective has improved your program, describe the improvements. If the objective is still in progress, what improvement to the program do you foresee?

OBJECTIVE (from Fall 08 program plan)	**STATUS/COMMENTS**	**PROGRAM IMPROVEMENTS If the objective has not been attained, what program improvements do you anticipate?**

III. PROGRAM OBJECTIVES for FALL 2009

What are new Fall 2009 objectives that you have identified as a results of changes in the environment, data or other? If you have previous objectives that you wish to continue, please include them. If you need more rows, place the cursor in the last row, click on table, insert and row below.

OBJECTIVE/LEAD	RATIONALE: How will the objective improve the program? How will you measure successful attainment?	ACTIVITIES	COLLEGE GOAL SUPPORTED	TIMELINE	RESOURCES NEEDED

COLLEGE GOALS

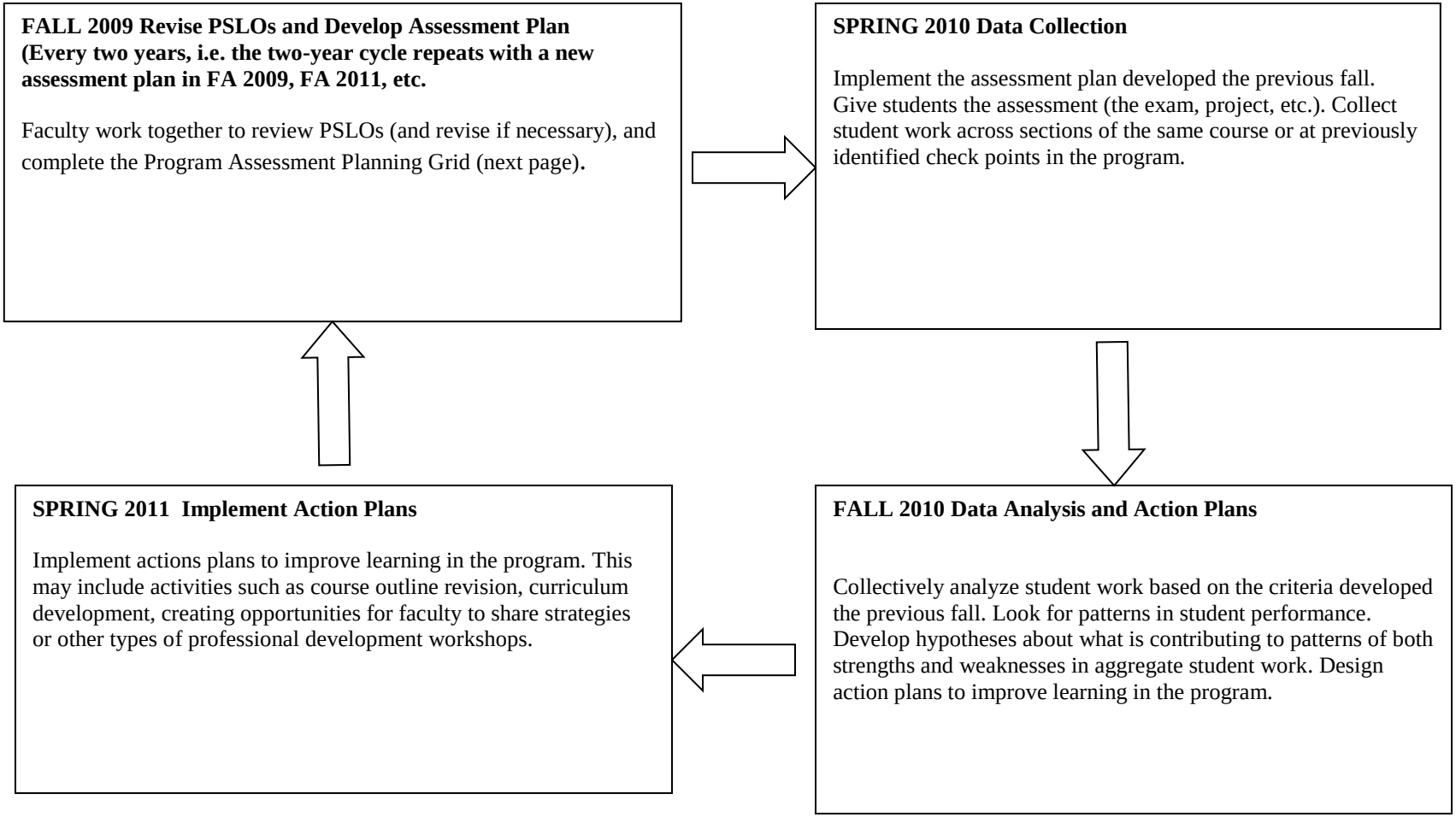
1. Improve the learning of students
2. Create an educational environment in which all have a chance to fully develop their potential and achieve their goals
3. Offer high quality programs that meet the needs of students and the community
4. Ensure the fiscal well-being of the college
5. Enhance a culture of innovation, inclusiveness and collaboration
6. Establish a culture of research and planning, implementing, assessing and improving

IV. ASSESSMENT OF STUDENT LEARNING OUTCOMES:

All programs must assess their program level student learning outcomes. These are listed below and are in the college catalog, on the planning website in your comprehensive 2006 program review, assessment and plan, and are in each of your course outlines. Please review and revise these PSLOs as appropriate. If you revise any PSLOs, please check that the PSLOs in the college catalog have been updated.

To systematize this assessment, we have instituted a two year SLO cycle (Please note that each Fall, you will either be submitting an assessment plan or an assessment report. For Fall 2009, everyone is asked to submit an assessment plan for one of your program level SLOs.):

LMC Two-Year SLO Assessment Cycle for Academic Programs



Program Assessment Planning Grid

Steps in the assessment cycle	**Title of Program:**
(1) Identify an Institution-level SLO (if appropriate)	
(2) Identify a Program-level SLO (related to the ISLO if appropriate)	
(3) Identify which course or courses will be part of this assessment and # of sections; if plan does not focus on a particular course, please identify students to be assessed	
(4) Identify or develop assessment instruments (Circle or describe instruments you will use to assess student achievement of the PSLO)	**Direct measures of student learning (required)**: • final exam (identify the course(s)) • practicum/lab (identify the course(s)) • other:_____ **Indirect measures of student learning (optional)**: • success rates or grade distributions • other:_____ **Qualitative measures (optional)**: • Student perceptions of their learning in a survey • Other:_____
(5) Develop criteria to assess student work, define "proficient"	**Attach a list of criteria and a description of proficient performance of the SLO; alternatively, you may attach a rubric**
(6) Explain your plan to collect and assess student work.	**When will the student work be collected or observed?** **Who will assess the student work?** **Who is responsible for documenting what the program learns from the assessment?**

Please note that this plan should be implemented in the SP 2010 semester as you will be asked to report out on the results in FA 2010. To view the report template you will be asked to complete in Fall 2010, go to: http://www.losmedanos.edu/planning/documents/TLPreportform101005.doc

VI. We have made changes/improvements to the program review, assessment and planning templates based on suggestions given in previous progress reports. What new suggestions do you have for improving these templates and the program review, assessment and planning process in general?