


OUTLINE AND BRIEF INSTRUCTIONS

I. Here is the link to the Unit/Program review application:

<http://10.39.9.16/PRver1.aspx> You may access the site remotely using: <http://remote.losmedanos.edu>

II. General Instructions: When you access the site the following instructions page will appear:

INSTRUCTIONS

1. Choose a program/unit by clicking on the tree navigation to the left. Simply click on the + sign next to the organizational level your program/unit belongs to (ie: Instructional). This will expand the list.
2. Click on your program/unit. This will open the data entry screens for your program/unit to the right (ie: Admissions). Please allow time for the data to load. If your program/unit does not appear anywhere in the tree navigation, please contact the Office of Instruction.
3. To access the different sections of your data entry, simply click on the tabs above. Whether you are Instructional, Administration and Support Services, or Student Services will dictate which tabs appear.
4. If you need help or information on how to enter data for a particular tab, Click the  icon for that tab.
5. Report all bugs to it-help@losmedanos.edu. Please add "Program Review Bug" to the subject line. Please be very descriptive of the issues and actions you took to produce the issue.

III. Example Unit/Program "General Page" page: You can see the "tabs" at the top of each page. Instructional units/programs include Core Indicator tab for CTE. Instructional and Student Service units/programs include the PSLO/Assessment tab. The Documents tab is where unit/program data is located. We tried to implement all of the suggestions from last year. The main (continuous, quality, sustainable) improvement was solving the "narrow column" problem. You will see text boxes. New this year on the General page is a short unit/program description and a brief mission statement. The mission statement should align with and support the college mission. Please indicate when you last updated your website and enter the unit/program members by clicking on "new".

Astronomy - Program/Unit Review

Program/Unit Description

Mission Statement:

Program Website URL:

Website Last Updated:

Save Mission/Website Data

Astronomy - Team Members		
#	Program/Unit Member	Lead
No data to display		

- IV. As in the past we have three years of review, assessment and planning to address. You can access your unit/program data by clicking on “Documents”. Trends in seat count, retention & success rates and observations/recommendations have been provided by the Office of Institutional Research. Click on the 2008/2009 tab. Below is an example. **Notice there are no narrow columns!** You can even widen these by clicking on the lines separating the columns. Units/programs should update the status and status reason by clicking on “Edit”. They should also update the “Program Improvements” column indicating what improvements were made to the unit/program by the attainment of the objectives. Remember, we are at the sustainable, continuous quality improvement level!

Astronomy - Program/Unit Review

General	2008/2009	2009/2010	2010/2011	Core Indicator	PSLO/Assessment	Documents
<ul style="list-style-type: none"> Instructional Administrative & S Student Services 	Astronomy - 2008 Program Review					
#	Objectives	Status	Status Reason	Program Improvements		
Edit	I want to get a classified person to prepare the planetarium and observing deck for use			<p>If we could get an astronomy paraprofessionanl, then they could do the automation programming to make full use of the planetarium's capabilities for classroom instruction and public shows.<p>The person could also do the telescope set up and supervision to make full use of the</p>		

- V. 2009/2010 Progress Report: Click on the “2009/2010” tab (be patient – it may take a few seconds). The objectives you developed last Fall should appear. Please report the status and reason for status. If your program has experienced improvements based on achievement of the objective, please indicate what those improvements are in the last column. If it is too early, you will have an opportunity to reflect on this, have a unit/program dialogue, and report improvements next year.

Astronomy - Program/Unit Review

General	2008/2009	2009/2010	2010/2011	Core Indicator	PSLO/Assessment	Documents
<ul style="list-style-type: none"> Instructional Administrative & S Student Services 	Astronomy - 2009 Program Review					
#	Objectives	Status	Status Reason	Program Improvements		
Edit	More effective infusion of the SLOs into the course content in order to produce better student achievement of the SLOs.					

VI. New Fall 2010 Planning Objectives. Below is the template for developing objectives and plans for this year. By clicking on “New” for each new objective, you will get the page below this one. Click in each box to input the information and **click on “Update” in the lower right-hand corner to save any information.** The wording for the college goals directions should say “Check at most two college goals that this objective supports”.

Astronomy - Program/Unit Review

General	2008/2009	2009/2010	2010/2011	Core Indicator	PSLO/Assessment	Documents
<ul style="list-style-type: none"> <input type="checkbox"/> Instructional <input type="checkbox"/> Administrative & S <input type="checkbox"/> Student Services 	Astronomy - 2010 Program Review					
#	Objective Name	Objectives	Activities Lead	Timeline		
New No data to display						

Edit Form
✕

Objective Name

Objectives

Rationale

Activities

Activities Lead

Timeline

If Your Timeline Is Not Specified Above, Please Specify

Resource Allocation Process (RAP) Requests For This Objective:

RAP Request: Resource Form You Are Submitting To RAP For This Objective?

RAP (Program Maintenance Requests Only): Type of Maintenance Request

RAP: If you chose "Other" for a Maintenance Request, Please Specify

Check At Least Two College Goals That This Objective Supports:

Goal 1: Improve the learning of students

Goal 2: Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals

Goal 3: Offer high quality programs that meet the needs of students and the community

Goal 4: Ensure the fiscal well being of the college

Goal 5: Enhance a culture of innovation, inclusiveness, and collaboration

Goal 6: Establish a culture of research and planning, implementing, assessing, and improving

[Update](#) [Cancel](#)

VII. Core Indicator Section: CTE units/programs are to complete this section a part of which is shown below:

General	2008/2009	2009/2010	2010/2011	Core Indicator	PSLO/Assessment	Documents
<ul style="list-style-type: none"> ☑ Instructional ☑ Administrative & S... ☑ Student Services 						
Last Year's Core Indicators						
Core Indicator		Checked	Achieving	Program Not Meeting		
No data to display						
2010 Core Indicators - Only for CTE Programs						
Core Indicator		Is your program achieving the state negotiated target?	If the program is not meeting the state negotiated target and/or the trend is declining, please discuss what steps the program will take in 2010-2011 to meet the target and reverse the trend.			
<input type="checkbox"/> Core Indicator 1 - Technical Skill Attainment		<input type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>			

VIII. PSLO/Assessment. This section separates programs from units. The Teaching and Learning Project has recently determined that **for the purposes of assessment, a program at LMC shall be defined as:**

- A program of study leading to a degree
- A program of study leading to a state-approved certificate
- An organized service or sequence of courses leading to a defined objective

Units that don't satisfy this definition are not required to establish and assess PSLOs (Student Learning Outcomes are probably not appropriate for units) and may wish to remove any PSLOs they developed in the past. Student Service programs, ESL and Developmental Math and English are examples of an "organized service or sequence of courses leading to a defined objective."

Programs: Last Fall you completed an assessment plan. Our current two-year PSLO Assessment Cycle calls for an assessment report. In this section you are to complete the "Teaching and Learning Project Assessment Report" as outlined below (Mac users: You can access the P drive by using remote.losmedanos.edu):

To complete your assessment, open the Word document below. Fill out the questionnaire and save the file with your Program/Unit name to the P:/PSLO Assessment Reports Folder

 [Click to view the TLPreportform101005.doc template](#)

IX. Feedback on the Fall 2010 Unit/Program Review, Assessment and Planning

Feedback on the design, template, and process will be gathered through a survey that will be sent out and collected during the period spanning November 29th through December 20th. Hopefully, this will be a time rich in harvesting suggestions for continuous, quality, sustainable improvement.