OUTLINE AND BRIEF INSTRUCTIONS

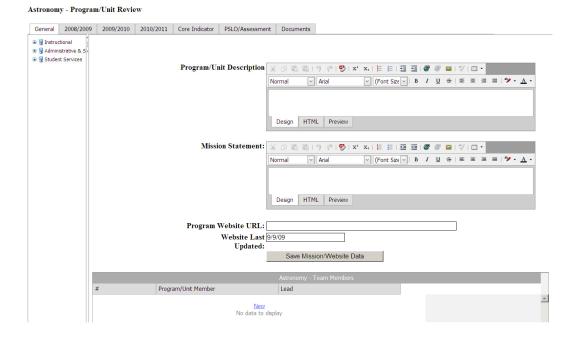
I. Here is the link to the Unit/Program review application:

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:

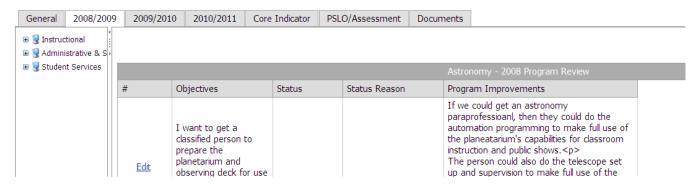


III. Example Unit/Program "General Page" page: You can see the "tabs" at the top of each page. Instructional units/programs include Core Indicator tab for CTE. Instructional and Student Service units/programs include the PSLO/Assessment tab. The Documents tab is where unit/program data is located. We 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".



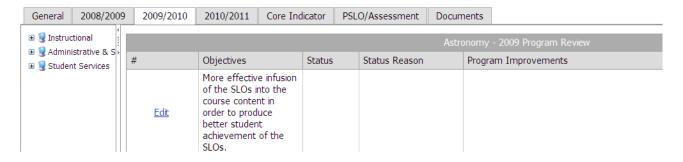
IV. As in the past we have three years of review, assessment and planning to address. You can access your unit/program data by clicking on "Documents". Trends in seat count, retention & success rates and observations/recommendations have been provided by the Office of Institutional Research. Click on 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



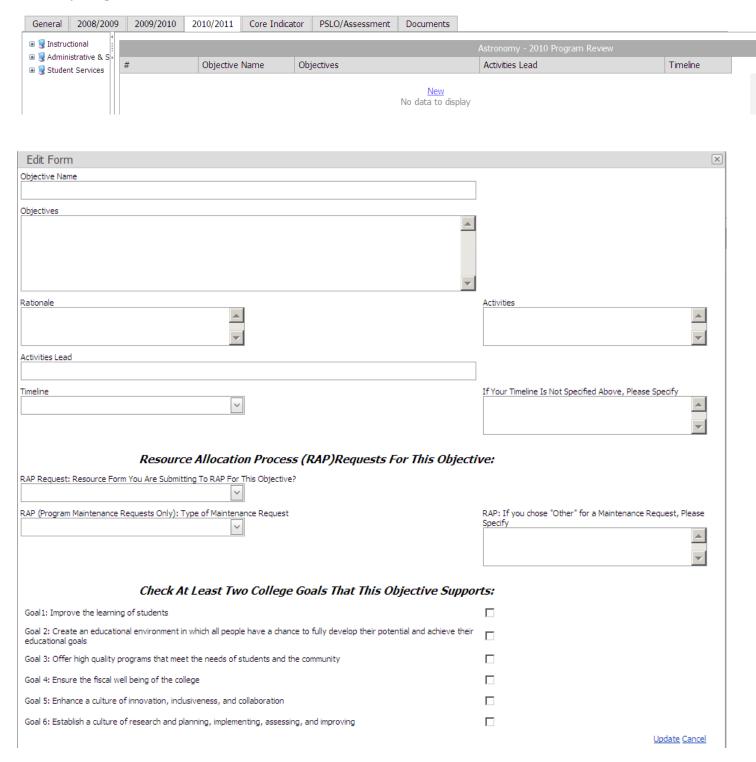
V. 2009/2010 Progress Report: Click on the "2009/2010" tab (be patient – it may take a few seconds). The objectives you developed last Fall should appear. Please report the status and reason for status. If your program has experienced improvements based on achievement of the objective, please indicate 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

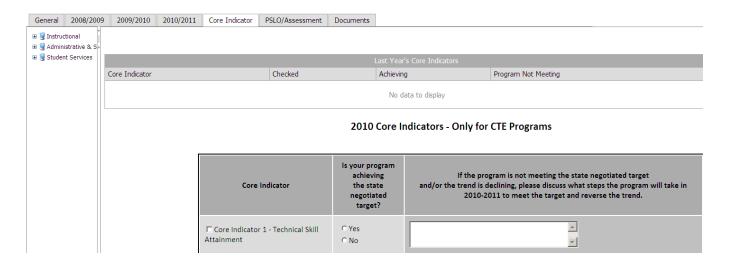


VI. New Fall 2010 Planning Objectives. Below is the template for developing objectives and plans for this year. By clicking on "New" for each new objective, you will get the page below this one. Click in each box to input the information and click on "Update" in the lower right-hand corner to save any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

Astronomy - Program/Unit Review



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



- 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.