Program Improvement Objectives (PIOs)

Program Improvement Objectives (PIOs) are your program’s plans and actions for improvement. PIOs are derived from your annual assessments of the program student outcomes, student impacts, student achievements and / or program achievements. A summary of these assessment results is included on the Program Analysis page in CurricUNET. This page lists program strengths and areas for improvement. After prioritizing desired program improvements, you are ready to write the PIO(s). The PIOs will be assessed and updated annually as well. All program personnel are welcomed / encouraged to participate in the process!

The PIO consists of four parts:

1. PIO - The actual program improvement objective is a sentence starting with an action verb describing the “what” and “why”. Ultimately the key purpose of all program improvement objectives is to improve student success.
2. Action Plan
   a. Action Steps - The steps you'll take to accomplish the PIO - the "how".
   b. Resource Requests – Description of the staff, equipment, technology, facilities, and /or other resources requested to be able to complete the objective.
3. Assessment Plan - Description of how you plan to assess the success / effectiveness of the program improvement.
4. Relationship to College - The PIO is the key to relating your program review to departmental and college planning and budget. Therefore, the rationale for the PIO is critical. Clearly describe how your PIO will help to achieve one or more of the college goals and college objectives, has impact beyond your department, and contributes to student learning, service and /or success.

If the PIO does not require resources, it may be implemented by department personnel immediately.

If resources are required, the PIO will go through a resource prioritization process that involves department personnel, deans and directors, administration, the PIO Prioritization Committee (includes representation from IT and Facilities), the Budget Committee, and the College Council. Other groups may also be involved in this prioritization process. For example, if full-time faculty are requested, the Faculty Senate will be involved. The Board of Trustees may need to approve some of the funding requests for PIOs. The PIO Prioritization process continues to be discussed and updated at the College Council. The college community will continue to receive updates on the process. When writing your PIOs, include all PIOs needing resources even though the college does not have funds at this time to meet all PIO requests. When the college does have funding, a PIO must be in place for funding to occur.

All PIOs are due January 31 of each year. Each year PIOs will need to be updated and assessed by January 31. This date is set to align with the college budget planning process.

PIOs are included on the “PIO Reporting Tool” as long as the CurricUNET Program Improvement (PIO) page (1) includes the updated “academic year”, “authority code”, and “program with activity center code” (automatically populated from the Description and Scope page), and (2) is “Finished” (as evidenced by a check in the Review Checklist). This occurs regardless of where the review is in the approval process.
EXAMPLE: Instructional/Discipline Area – Interior Design (13001)

Enter your Program Improvement Objective. Begin the improvement objective with a verb. Include what you plan to achieve (“What”) and the rationale (“Why”) in one sentence. The “How” will be entered in the Action Plan.

PIO #1: Identify, track, and inform students of their eligibility to receive Certificates of Achievement, Certificates of Accomplishment, and AA Degrees in Interior Design to facilitate increased opportunities for students to transfer and/or obtain more job options with increased pay.

Action Plan: List action steps needed to complete the Program Improvement Objective. (How)
Program Improvement Objective may be completed in one, two, or three years. Complete what is appropriate.

Year 1: Inform incoming students of the various degree and certificate options offered in the department. Provide each student with a hand out / checklist of required courses for each option.

Year 2: Work with IT Datatel programmers to develop an integrated student tracking system that will automatically and consistently give students information showing their progress towards completing offered degrees and certificates, and feedback data to aid college development.

Year 3: Implement Datatel tracking system. Review process to determine how system can be expanded to address individual student goals, and aid college development.

Resources Needed:
Staffing: Year 1 - Additional time required from instructors and counselors.
Staffing: Year 2 - Additional time required from instructors, counselors and IT staff/Datatel programmers.
Staffing: Year 3 - Additional time required from IT staff/Datatel programmers, instructors and counselors.

Equipment: Year 1 – Leave blank if not needed
Technology: Year 1, 2, 3 - IT staff / Datatel programmer
Facilities: Leave blank if not needed.
Other: Leave blank if not needed.

Assessment Plan:
Year 1: Solicit student feedback to determine student awareness of degree and certificate requirements. More formal student feedback is needed to determine the actual depth of their understanding of their options, but judging from the questions they ask, they are not clear about their options.

Year 2: Contact students to determine if they are receiving necessary information.

Year 3: Compare number of student receiving certificates and degrees after implementation of PIO with rates prior to implementation.

Assessment Results: Will be entered the year following implementation.

PIO Rationale
College Goal 1: Through Innovative programs and services, improve student learning and achievement.
College Objective 7: By spring 2013, increase to 500 the number of students receiving associate degrees.
College Objective 8: By spring 2013, increase to 300 the number of students receiving certificates of achievement and accomplishment.
Students will be motivated to complete a certificate or degree if they receive information needed to plan their courses.

**College Goal 4: Use Human, fiscal, technological and physical resources responsibly, effectively, and efficiently, to maximize student learning and achievement.**

Objective #2: By 2013, increase to 50% the number of faculty and staff who report understanding that budget priorities are established through systematic planning.

Student data can be used to motivate students as well as to track their grades and course completions.

**EXAMPLE: Administrative Services Area – Purchasing and General Services (67701)**

*Enter your Program Improvement Objective. Begin the improvement objective with a verb. Include what you plan to achieve (“What”) and the rationale (“Why”) in one sentence. The “How” will be entered in the Action Plan.*

PIO #1: Refocus the work of the District Buyer by the implementation of the on-line requisition. On-line requesting continues to be the single best hope in the reductions of manual processes and the streamlining of the procurement procedures.

**Action Plan: List action steps needed to complete the Program Improvement Objective. (How)**

*Program Improvement Objective may be completed in one, two, or three years. Complete what is appropriate.*

**Year 1:** Testing and implementation: fall 2009. Full implementation: December 2009.

**Year 2:** Conduct workshops to educate and train college employees on the use of the on-line requesting process.

**Year 3:** Continue to conduct workshops to educate and train college employees on the use of the on-line requesting process.

**Resources Needed:**

*Staffing: Year 1* - Financial Services staff to set up parameters and test sites.

*Equipment: Year 1* - Procurement of software.

*Technology: Year 1* - Information Technology staff.

*Facilities:* Leave blank if not needed.

*Other:* Leave blank if not needed.

**Assessment Plan:** Fully operational on-line requisition plan. Survey users.

**PIO Rationale**

*College Goal 4: Use Human, fiscal, technological and physical resources responsibly, effectively, and efficiently, to maximize student learning and achievement.* Faculty and staff will spend less time “shopping” for materials and tracking orders, leaving more time for student contacts.

**Assessment Results:** Will be entered the year following implementation in the PIO Assessment page of CurricUNET.
CurricUNET Program Improvement Objective (PIO)

To access the Program Improvement Objective (PIO) page within the CurricUNET Program Review module:

- Go to http://www.curricunet.com/Ohlone_reviews/ and log-in
- Click on "Build Program Reviews"
- Find your program review from the displayed list of reviews
- Click on the pencil/edit icon to the left of the review name
- Click on "Program Improvement-PIO" in the 'Review Checklist' on the right side of the page

- All information you have entered in the past is there. You may make any revisions needed or add new PIOs. Be sure to assess all currently entered PIOs in the PIO assessment page.

Page Navigation:
The Activity Center (Program, Department), Authority Code, and Academic Year will automatically populate from the information entered on the Program Description and Scope Page, if this page is “Finished”.

- Enter your improvement objective, complete the action plan, resources needed, assessment plan and indicate which college goal and objective is supported with a written rationale. Include information on how the PIO supports student learning and success and if it will benefit other programs as well.
  - Remember to click on “Add” at the bottom of the page.

- To revise your PIO, select the pencil icon to the left of the PIO in the colored box.

- Make your revisions and then click on “Save” at the bottom of the page.

- To view your PIO after it has been saved, click on the PIO (in the light blue box) and all information related entered related to the selected PIO will be displayed.

- Once all updates to the page have been completed, select “Finish” to finish the page. This will place your PIO(s) on the PIO Reporting tool which is used to prioritize PIOs for funding.