

# Ohlone College

## CurricUNET Program Review Guidelines for Administrative Services, Instructional Services, and President's Office

The CurricUNET Program Review module is used to create, revise, and maintain program review and assessment of student learning, student impacts, student achievements, program achievements, and program improvement objectives.

A total program review is completed every five years in line with the college strategic planning cycle. Annually, program personnel work together as a group to discuss and assess student impacts, program achievements, and program improvement objectives.

The key to all of this is “improvement” to promote student success! **Keep the process realistic, manageable, and sustainable!**

### **Program Description and Scope**

#### *Program Overview*

- Program Review Title
- Academic Year
- Review Type: Select **one** of the following when creating a new program review:
  - ***Administrative Services***
  - Instructional/Disciplines
  - ***Instructional Services***
  - ***President's Office***
  - Student Development
- Programs/Departments: *Note the budget activity center code is included. This number will be used to relate the program review to the college budget.*
- Authority Code: *Select the title of the manager in your area. The manager's authority code allows that person to spend allocated budget funds.*
- External Regulations: Yes \_\_\_\_ No \_\_\_\_
  - If yes, briefly describe.
- Provide a brief narrative that describes the services provided.
- Describe how the program specifically serves students, faculty, staff, *or other*.
- Describe how the program or service needs are addressed (how the program/service accomplishes what it's supposed to do.) How are current technologies applied?
- Discuss the impact of the program on the college and/or other programs. Highlight any services, reports or functions supplied, in whole or in part, by this service area that supports state or federal compliance mandates for the College.
- Discuss the impact of the program on the community and the impact of the community on the program.

### **College Mission (Same for all areas)**

*Program alignment with college mission, vision, values, goals, and objectives.*

*CurricUNET contains the college mission, vision, values, goals and objectives. When the goal is selected the objectives will display.*

- Select college core values, goals, and objectives supported by your program.
- Briefly describe how the program supports the college mission, vision, and selected college values.
- Briefly describe how the program supports selected college goals
- Briefly describe how the program supports selected college objectives.

### **Student Learning Impacts & Assessment**

*Focus on Student learning and success*

- List expected student learning impacts.
- Enter assess results for student learning impacts and analyze student success.
  - Future Action (*Improvements*) - select all that apply:
    - Maintain current student learning plan.
    - Describe changes you will make to promote improved student learning.
    - Implementation Plan
      - Timeline
      - Key/Responsible Personnel

### **Student/Program Achievement**

*Focus on research and budget data.*

- *Student Achievement includes a series of measures including course completion, course retention, persistence, program completion, and others.*
- *Program Achievement Outcomes give broad, overarching direction to the program and support program improvement, including issues related to timeliness, efficiency and participant satisfaction.*

Links to the Ohlone College Research and Planning Website:

- Home : <http://www.ohlone.edu/org/research/>
  - Program Review: <http://www.ohlone.edu/org/research/courses.html>
  - Instructional Summary Data by department:  
<http://www.ohlone.edu/org/research/coursesdatabydept.html>
  - Program Review Budget Report:  
<http://www.ohlone.edu/org/programreview/docs/20100210programreviewactualsreport.pdf>
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- List area-specific outcomes.
  - Identify internal and/or external benchmarks and regulations.

- Assess assessment results for area-specific outcomes and analyze trends.
  - Analyze program budget trends and expenditures. Comment on how the program can best use budget resources. (*Note: The academic budget/fiscal year is July 1 through June 30.*)
  - Analyze the program’s current use of staff, equipment, technology, facilities, and/or other resources.
  - Additional Program Table File Attachments (*Add tables of data with analysis in this section*)
  - Future Actions – Select one:
    - Current levels of achievement indicators maintained and/or current budget allocations maintained. Comment.
    - Strategies to improve achievement indicators and/or recommendations for change in budget allocations. Specify.
- *Note: Some have indicated they would like to create “Annual Plans” for their programs. If this is your desire, add your annual plan as an attachment to the Achievement page.*

**Program Analysis (Same for all areas)**

*Summary of program successes and areas for improvement. Useful for PIO priority setting.*

After assessing student learning outcomes/impacts, student/program achievements and the status of previous program improvement objectives (PIOs), analyze and summarize your findings. Use this information to prioritize, revise, or develop new PIOs.

- Describe program achievements and successes.
- According to the evidence, what are the areas needing improvement?

**Program Improvement (PIO) (Same for all areas)**

*The PIO section consists of four components: Objective Statement; Action Plan (steps and resource requests); Assessment Plan; Rationale and Relationship to College*

- *You may enter as many program improvement objectives (PIOs) as you think are valuable, realistic, and you have time to complete. You may enter a new PIO while continuing to work on previous PIOs.*
- \*Budget Activity Center Code (Program/Department)
- \*Authority Code
- \*Academic Year
- \*This information is automatically completed from data entered on the Description and Scope page.
- Enter Your Program Improvement Objective:

- **Objective Statement:**
- 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. Ultimately the key purpose of all program improvement objectives is to improve student success.
  
- **Action Plan:**
- *Steps:* 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 for year 1, 2, 3.
- *Resource Requests:* Be as specific as possible in describing requests. Resources may be requested for year 1, year 2, and year 3 to correlate with the action plan steps.
  - Staffing
  - Equipment (include items that fit under department budget codes)
  - Technology (include items that fit under IT budget codes)
  - Facilities (include items that fit under facilities budget codes)
  - Other (include other resources needed)
  
- **Assessment Plan:**
  - Description of the plan for assessing the success / effectiveness of the program improvement.
  
- **Rationale and relationship to college:**
  - *The PIO is the key to relating program review to departmental and college planning and budget. Therefore the rationale for the PIO is critical.*
  - Which college goal(s) does this program improvement objective work to achieve? Clearly describe how your PIO will help achieve one or more of the college goals and objectives, has an impact beyond the particular department, and contributes to student learning/success. (*College Goals for 2010-2015 are used*)
    - Goal 1: Through innovative programs and services, improve student learning and achievement. Rationale:
    - Goal 2: Support the economic vitality of the community through educational programs and services that respond to identified employment needs. Rationale:
    - Goal 3: Promote continuous, needs-based, learning and professional development opportunities for all district personnel. Rationale:
    - Goal 4: Use human, fiscal, technological, and physical resources responsibly, effectively, and efficiently to maximize student learning and achievement. Rationale:
    - Goal 5: Lead and educate the community in environmental sustainability. Rationale:
    - Goal 6: Enhance college-wide interaction with, and acceptance of, diverse peoples, cultures, arts, and perspectives. Rationale:
    - Goal 7: Increase access to higher education of under-served and under-represented demographic groups in the District and local communities. Rationale:

- Goal 8: Engage all members of the college community in active, continual institutional improvement. Rationale:

### **PIO Assessment** (Same for all areas)

*After PIO implemented, assess its impact. Complete each set of questions for each PIO. The PIO will automatically populate.*

- Enter assessment results with analysis.
- Describe how PIO helped achieve one or more of the college goals and objectives, had an impact beyond the particular department, and contributed student success/learning.
- Analyze the impact of reallocation or addition of resources. If money or resource was not used, give rationale.
- Future Action - select one:
  - Completed.
  - Current level of focus maintained. Describe.
  - Strategies to promote improvements. Specify.
  - Not started or discontinued. Comment.

### **Outside Review Results**

*Provides program with input from people outside of program; i.e., meet with Advisory Committee, student focus groups, etc. to review and disseminate program review results.*

- Date of review.
- List each team members name and title.
- Discuss key feedback provided by team and how it was incorporated into the report.

### **Attachments**

- *Use this option to attach any additional information to support your program review.*
- *Many types of files can be attached including word, excel, power point, PDF, video, pictures.*  
Allowed file types: .xls, .xlsx, .jpg, .gif, .jpeg, .png, .jpe, .bmp, .tif, .doc, .rtf, .pdf, .docx, .xls, .xlsx, .ppt, .pptx, .swf, .avi, .txt
- *Attach PDF files if attachment should not be modified by the viewer.*
- *Add large tables to report as an attachment. Large tables will not fit within the module.*
- *Attachments may be reordered using the drop and drag feature. Select the attachment to be moved and drag it to new location.*