College of the Siskiyous Instructional Program Review Guide

- Department or Program

- Contributors

- Administrator

An * notes that the Research Office will provide data on these sections.

Description of Program

Assume the reader doesn't know anything about your program. Please describe your program, including the following:

- *Organization (including staffing and structure)

- *Primary purpose

- *Whom you serve (including demographics)

- *What kind of services you provide

- *How you provide them:

    o Non-credit courses

    o Basic Skills courses

    o Degree Applicable courses

    o Transfer courses

    o Vocational courses

- *Describe how your curriculum is up-to-date and needs based. (Base the description on surveys, environmental scan data, transfer patterns, such as GE, IGETC, CSU, AA-T, or AS-T, accreditation standards, and/or articulation agreements. Consider the results of your most recent curriculum reviews in this section).

- *Provide a breakdown of the classes offered in your areas within the Program Review cycle.

External Factors with Significant Impact

What external factors have a significant impact on your program? Please include the following as appropriate:

- Budgetary constraints or opportunities

- Competition from other institutions

- Requirements of four-year institutions

- Institutional regulation, policies, standards, and other mandates

- Non-Institutional regulations, policies, standards, and other mandates
- Job market
    - Requirements of prospective employers
    - Development in the field (both current and future)
- Other

Outcomes Assessment Analysis

- Please summarize assessment activities since the last program review including:
    - Courses and number of sections assessed
    - Analysis of the data and dialogue documented in improvement plans
- Describe the changes that were implemented as a result of improvement planning since the last program review. Reflect on the outcomes of those changes and how it supported continuous improvement in the program(s).
- Describe the program's assessment plan for the next four years.

Institutional Program Effectiveness Indicators

Please discuss your program's performance on each program specific data item provided by the Research Office. If you have already discussed your program's performance on one or more of these components then refer to that response here, rather than repeating it.

- Use the data provided by the Research Office to discuss your current Course Completion Rate and then set a **Course Completion Rate** goal for your future program review cycle.
- *Use the data provided by the Research Office to discuss your current Course Success Rate and then set a **Course Success Rate** goal for your future Program Review cycle.
- *Use the data provided by the Research Office to discuss your **FT/PT Faculty Ratio** and how it is impacting your program and/or student success.

Other Unit-Specific Quantitative and Qualitative Research

Please provide:

- *A list of any quantitative or qualitative measures not provided in the previous questions that you have chosen to gauge your program's effectiveness (e.g., transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, equity data, etc.)
- A summary of the results of these measures.
- What did you learn from your evaluation of these measures, and what improvements have you implemented or do you plan to implement as a result of your analysis of these measures?

Analysis

Provide an analysis of what is going well and why and what is not going well and why, in any of the following areas that are relevant to your program:

- Representativeness of population served

- Alternative modes and schedules of delivery (e.g., online, hybrid, early morning, evening services)

- Partnerships (internal and external)

- Innovation and implementation of best practices

- Efficiency in operations

- Efficiency in resource use

- Staffing

- Participation in shared governance (e.g., do unit members feel they participate effectively in planning and decision-making?)

- Professional development and training

- Compliance with applicable mandates

Vision

Tell us your unit's vision. Where would you like your program to be four years from now?

Progress on Prior Goals

Briefly summarize any progress your unit has made in meeting the goals and objectives identified in the program's last Four-Year Action Plan.

Four Year-Action Plan and Resource Allocation Request (RAR) - Goals, Objectives, Resources, and Actions

Reflect on your responses to all the previous questions. Write a Four-Year Action Plan, entering the specific program goals you have formulated to maintain or enhance your strengths, or to address identified challenges. In writing your objectives and developing your resource requests, consider student learning and program assessment results. Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. Then complete a RAR for each new budget allocation request.

Closing the loop

In the last cycle, were any of your program RARs approved? If so, how did this additional budget allocation improve or support your program