

# COASTLINE COLLEGE

**2019-2020**

**Comprehensive Program Review**

Academic Program Name

*Presented to Academic Senate on April 16, 2019*

# Table of Contents

Executive Summary

Section 1: Program Planning

Section 2: Human Capital Planning

Section 3: Facilities Planning

Section 4: Technology Planning

Section 5: New Initiatives

Section 6: Prioritization

# **Executive Summary**

The executive summary should be a consolidation of findings, forward strategies, and recommendations.

# Section 1: Program Planning:

Internal Analysis:

<b>Productivity</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
College State-Funded Enrollment			
Program Enrollment			
College Student Resident FTES			
Program Resident FTES			
Sections			
Fill Rate			
WSCH/FTEF 595 Efficiency			
FTEF/30			
Extended Learning Enrollment			

The report will have a comparative data analysis conducted and included

<b>Comparison of Enrollment Trends</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
College State-Funded Enrollment			
Program Enrollment			

<b>Modality</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Traditional			
Online			
Hybrid			
Correspondence (Cable, Telecourse, Other DL)			

<b>Gender</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Female			
Male			
Unknown			

<b>Ethnicity</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
African American			
American Indian/AK Native			
Asian			
Hispanic			
Pacific Islander/HI Native			
White			
Multi-Ethnicity			
Other/Unknown			

<b>Age Group</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
19 or Less			
20 to 24			
25 to 29			
30 to 34			
35 to 39			
40 to 49			
50 and Older			

The report will have a comparative data analysis conducted and included

<b>Awards</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
College Awarded Degrees			
Program Degrees			
College Awarded Certificates			
Program Certificates			

The report will have a comparative data analysis conducted and included

## Success and Retention:

<b>Comparison of Success Rates</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
College State-Funded Success Rate			
College Institution Set Standard Success Rate			
Program Success Rate			

<b>Modality</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Traditional			
Online			
Hybrid			
Correspondence (Cable, Telecourse, Other DL)			

<b>Gender</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Female			
Male			
Unknown			

<b>Ethnicity</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
African American			
American Indian/AK Native			
Asian			
Hispanic			
Pacific Islander/HI Native			
White			
Multi-Ethnicity			
Other/Unknown			

<b>Age Group</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
19 or Less			
20 to 24			
25 to 29			
30 to 34			
35 to 39			
40 to 49			
50 and Older			

The report will have a comparative data analysis conducted and included

<b>Comparison of Retention Rates</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
College State-Funded Retention Rate			
College Institution Set Standard Retention Rate			
Program Retention Rate			

<b>Modality</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Traditional			
Online			
Hybrid			
Correspondence (Cable, Telecourse, Other DL)			

<b>Gender</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Female			
Male			
Unknown			

<b>Ethnicity</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
African American			
American Indian/AK Native			
Asian			
Hispanic			
Pacific Islander/HI Native			
White			
Multi-Ethnicity			
Other/Unknown			

<b>Age Group</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
19 or Less			
20 to 24			
25 to 29			
30 to 34			
35 to 39			
40 to 49			
50 and Older			

The report will have a comparative data analysis conducted and included

## Market Assessment

Provide a summary of advisory board suggestions and market data. The market data will be populated for Career Education programs.

Table X Post Grad Data

Post Grad Outcomes	2013-14	2014-15	2015-16
Employed after Leaving Coastline			
Earned a Livable Wage			
Number of Students that Transferred			

Data will be prefilled

## Student (SLOs) and Program Student Learning Outcome (PSLOs)

Summarize SLOs, PSLO findings, dialog (including participants). Summarize your conversations related to course and programmatic change(s) and include anticipated outcomes. Note if PSLO data is less than 10 students, identity an alternative method for direct assessment.

Table X SLO Assessment and Plan

SLO	Method(s) of Assessment	Participant(s) in the Planning Discussion	Recommended Changes

Table X PSLO Results

PSLO	Method(s) of Assessment	Participant(s) in the Planning Discussion	Recommended Changes

## Curriculum Review

Summarize curriculum revisions, new course adoptions, and/or course deletions over the past five years.

Table X Curriculum Review

Course	title	Term Reviewed	Status

Data will be prefilled



## Progress on Initiative(s)

Fill in Table with the following elements.

Initiative: Short description

Status: Specify whether the initiative was Completed, In-Progress, Terminated or Not Started

Progress Status Description: Describe the progress made on the forward strategies.

Outcome(s): Provide a summary of the initiative from inception to completion, indicating associated outcomes.

Table X Progress on Forward Strategies

Initiative(s)	Status	Progress Status Description	Outcome(s)

Data will be prefilled

## Response to Program and Department Review Committee Recommendation(s)

Fill in Table with the following elements.

Recommendation #: Short description

Response Status: In-progress, Addressed, Not Addressed

Response Summary: Describe the progress made on the recommendation(s).

Table X Progress on Recommendations

Recommendation(s)	Status	Response Summary

Data will be prefilled

## External Compliance

Provide a summary of any compliance regulations (accreditation), actions taken, and gaps identified.

## Program Planning and Communication Strategies

Describe the communication methods and interaction strategies used by your program to discuss program-level planning, curriculum, SLOs, PSLOs, and institutional performance data.

## Coastline Pathways

Describe the program's involvement in Coastline Pathways over the past year.

## Implications of Change

Summarize the findings from the program analysis and outline areas of opportunity for change.

## Forward Strategy

Develop a plan to address the implications of change. The plan should specify should aligns with one or more College Goals, College plans (The College planning documents can be found on the College website), and **Coastline Pathways**.

## Section 2: Human Capital Planning

### Staffing

Table X Staffing Plan

Year	Administrator /Management	F/T Faculty	P/T Faculty	Classified	Hourly
Previous year					
Current year					
1 year					
2 years					
3 years					

### Professional Development

Provide a description of the program's professional development participation over the past year. Include evidence that supports program constituents participating in new opportunities to meet the professional development needs of the program.

Table X Professional Development

Name (Title)	Professional Development	Outcome

### Forward Strategy

Develop a plan specifies Human Capital needs to support the implementation of your forward strategy (from Sections 1). Specify how the forward strategy aligns with the Staffing Plan and Professional Development.

## **Section 3: Facilities Planning**

### **Facility Assessment**

Provide a description of the program facilities and specify any changes over the past five years as it relates to college planning. Provide evidence of emerging needs for modifications or additions to the program facilities.

### **Forward Strategy**

Develop a plan specifies Facilities needs to support the implementation of your forward strategy (from Sections 1). Specify how the forward strategy aligns with the Facilities Plan.

## **Section 4: Technology Planning**

### **Technology Assessment**

Provide a description of the program's utilization of technology and specify any changes over the past five years as it relates to College planning. Provide evidence of emerging needs for modifications or additions to the program technology.

### **Forward Strategy**

Develop a plan specifies Technology needs to support the implementation of your forward strategy (from Sections 1). Specify how the forward strategy aligns with the Technology Plan.

## Section 5: New Initiatives

**Initiative:** Provide a short description of the initiative.

**Describe how the initiative supports the college mission:**

Provide an explanation of how the initiative supports the College mission.

**What college goal does the initiative support?** Select one

- Student Success, Completion, and Achievement
- Instructional and Programmatic Excellence
- Access and Student Support
- Student Retention and Persistence
- Culture of Evidence, Planning, Innovation, and Change
- Partnerships and Community Engagement
- Fiscal Stewardship, Scalability, and Sustainability

**What Educational Master Plan objective does the initiative support?** Select all that apply

- Increase student success, retention, and persistence across all instructional delivery modalities with emphasis in distance education.
- Provide universal access to student service and support programs.
- Strengthen post-Coastline outcomes (e.g., transfer, job placement).
- Explore and enter new fields of study (e.g., new programs, bachelor's degrees).
- Foster and sustain industry connections and expand external funding sources (e.g., grants, contracts, and business development opportunities) to facilitate programmatic advancement.
- Strengthen community engagement (e.g., student life, alumni relations, industry and academic alliances).
- Maintain the College's Asian American and Native American Pacific Islander Serving Institution (AANAPISI) designation and pursue becoming a designated Hispanic Serving Institution (HSI).

**How does this initiative play a part in Coastline Pathways?**

**What evidence supports this initiative?** Select all that apply

- Learning Outcome (SLO/PSLO) assessment
- Internal Research (Student achievement, program performance)
- External Research (Academic literature, market assessment, audit findings, compliance mandates)

**Describe how the evidence supports this initiative.**

Provide a summary of how the evidence supports the initiative.

**Recommended resource(s) needed for initiative achievement:**

Specify what resource(s) are needed to support the completion of the initiative.

**What is the anticipated outcome of completing the initiative?**

Specify the anticipated result(s) of completing the initiative.

**Provide a timeline and timeframe from initiative inception to completion.**

Create a timeline and provide a timeframe that can be used to complete the initiative

## Section 6: Prioritization

List and prioritize resource requests

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority

List and prioritize staffing requests. For full-time positions, include a Coast District approved job description.

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority

### Prioritization Glossary

- Initiative: Provide a short description of the plan
- Resource(s): Describe the resource(s) needed to support the completion of the initiative
- Est. Cost: Estimated financial cost of the resource(s)
- Funding Type: Specify if the resource request is one-time or ongoing
- Health, Safety Compliance: Specify if the request relates to health or safety compliance issue(s)
- Evidence: Specify what data type(s) supported the initiative (Internal research, external research, or learning outcomes)
- College Goal: Specify what College goal the initiative aligns with
- To be completed by: Specify year of anticipated completion
- Priority: Specify a numerical rank to the initiative

# Data Glossary

**Enrolled (Census):** The official enrollment count based on attendance at the census point of the course.

**FTES:** Total **full-time equivalent students** (FTES) based on enrollment of resident and non-resident students. Calculations based on census enrollment or number of hours attended based on the type of Attendance Accounting Method assigned to a section.

**FTEF30:** A measure of productivity that measures the number of **full-time faculty** loaded for the entire year at 30 Lecture Hour Equivalents (15 LHEs per fall and spring terms). This measure provides an estimate of full-time positions required to teach the instruction load for the subject for the academic year.

**WSCH/FTEF (595):** A measure of productivity that measures the weekly student contact hours compared to full-time equivalent faculty. When calculated for a 16 week schedule, the productivity benchmark is 595. When calculated for an 18 week schedule, the benchmark is 525.

**Success Rate:** The number of passing grades (A, B, C, P) compared to all valid grades awarded.

**Retention Rate:** The number of retention grades (A, B, C, P, D, F, NP, I\*) compared to all valid grades awarded.

**Fall-to-Spring Persistence:** The number of students who completed the course in the fall term and re-enrolled (persisted) in the same subject the subsequent spring semester.

**F2S Percent:** The number of students who completed a course in the fall term and re-enrolled in the same subject the subsequent spring semester divided by the total number of students enrolled in the fall in the subject.

# Checklist

## Program Planning

- Internal Analysis
- SLO and PSLO Assessment
- Progress on Forward Strategies

## Human Capital Planning

- Staffing
- Professional Development

## Facility Planning

- Progress on Forward Strategies

## Technology Planning

- Progress on Forward Strategies