

[Program Name]  
Program Review 2012

Review Team  
[Name], Department Chair  
[Name], Dean   
[List other members with title]  
  
February 2012



[Program Name]

# Table of Contents

[Table of Contents can be auto-generated after the report is completed.]

[Program Name]

# Executive Summary

[Write a one-page summary that concisely describes the program, enrollment trends, accomplishments, and primary issues. Conclude the summary by succinctly listing the program’s new five-year goals.]

[Program Name]

# Process

[Describe who led the review team, names and titles of other team members, who and how many people in each constituency group were surveyed and how many responded, other data the team reviewed, and a brief statement of how curriculum was reviewed and how expected SLOs were identified and measured.]

# Description

## Overview

[Include a discussion of relevant historical information and a description of the current program, including its purpose, scope, class locations, delivery methods, and staffing.]

## Certificate Requirements

[If the program has any certificates, describe the focus of each certificate option and list the course requirements/units required for each certificate. If the program has no certificates, delete this section.]

## Curriculum Review

[Curriculum should be reviewed in the year prior to or during the Program Review. Provide a brief summary of the process used by faculty to review the curriculum. Complete and include the Curriculum Review form, indicating the dates of the most recent revisions and either the date on which the Curriculum Committee approved revised courses with robust student learning outcomes or the date on which the outline will go to Curriculum Committee. If any courses were deleted or suspended, show the date on which that action occurred. Discuss the overall adequacy of the curriculum.]

## Need

[Discuss the level of need for the program in the communities the college serves and among different student populations. Indicators to consider: Labor market data, reasons students indicate they are taking classes in the program, enrollment patterns and/or projections, availability of similar programs from other educational providers, etc. Also note if courses in this program result in a certificate of completion or achievement, are part of a certificate in another program, or satisfy general education requirements.]

## Resources

[Describe types of facilities, equipment, and technology used by the program and the extent to which they meet program needs. Discuss how technology is used to deliver or enhance instruction. Indicate how the program is staffed—full-time/part-time faculty, support staff, etc. Discuss student and faculty satisfaction with resources and course delivery technologies. Discuss needs.]

## Professional Development

[Discuss the program’s expectations for professional development by faculty and staff and the extent to which faculty and staff engage in professional development activities. Address the types of activities pursued by faculty and staff; how the program supports professional development; and degrees, certificates, honors, and awards received by faculty and staff. Use faculty/staff surveys to collect some of this data. Also discuss any professional development needs that are apparent.]

# Quantitative Elements

## Course Data

[Include and analyze data related to enrollments/FTES, sections, cancellations, average class size, attrition, enrollment trends, site-based/distance learning ratio, etc.]

[Insert FTES/Enrollment tables and charts on landscape pages.]

## Student Elements

[Include and analyze data related to student characteristics: age, gender, ethnicity, employment status, other colleges students attend, military enrollments, incarcerated, etc.]

## Cost Data

[Include full-time and part-time faculty costs for most recent year or semester; support staff costs, special facilities costs, equipment, supplies, etc. for most recent year. Provide analysis of adequacy of funding and/or identify additional needs.]

# Program Outcomes

## Student Learning Outcomes

[Provide narrative to discuss the process used by faculty in identifying expected course and program-level outcomes and in deciding how to measure learning outcomes. Discuss progress in mapping course and program learning outcomes to college core degree-level outcomes. Succinctly summarize and analyze actual student learning outcomes and recommendations to improve future outcomes. If you want to provide detail, consider including the printout of SLO Progress Notes in the Appendix; redact CRNs and instructor names from the SLO Progress Notes.]

## Other Student Outcomes

[Report and analyze other relevant outcomes: course success as measured by grade distribution and course completions, number of program graduates (certificates or degrees), number of students who transfer (if data is available), and any alumni feedback regarding extent to which course work prepared them for higher-level courses or degrees or employment.]

## Student Satisfaction

[Discuss and analyze student satisfaction with quality of instruction, variety of classes, overall program quality, extent to which faculty/staff meet the needs of culturally-diverse or non-traditional students, and any other factors particularly relevant to the program.]

# Conclusions

[Provide a brief overall summary of the program’s strengths and areas that need improvement; include any inferences or conclusions that can be drawn from data gathered during the review.]

## Recommendations

[Identify recommendations for strengthening the program. Recommendations are generally things the program is dependent upon someone else in order to accomplish (e.g., related to facilities, staffing, marketing support, or budget issues outside the direct control of the program.)]

# Goals

## Progress on Prior Goals

[List goals and recommendations from the prior review of the program and indicate what progress has been made on addressing those items.]

### Self-Review Goals

Xx

### Steering Committee Recommendations

Xx

### New Five-Year Goals

[List new five-year goals for the program; include target dates for completion and identify approximate cost for items that will require *new* money.]

