Program Review

1. Program Overview

Instructions

Supplemental information, links to previous reviews, and dashboards can be accessed from the review, please ensure your pop-up blocker is turned off, or use Ctrl-Click to bypass it. You may copy and paste in to this document from Word or notepad. The form, as it stands, can be downloaded using the PDF or Word document link on the top right.

Please review each question below, following the prompts and links given in the help text. Additional help, and a list of frequently asked questions is available on the **Program Review Instructions** page.

To save your work,
  click **Save Draft**, found at the bottom of the review. Use **Publish** only when you have finalized your entry, and are ready for that portion to be reviewed. Individual sections or the entire document can be published.

To add additional collaborators,
- Click **Design View**,
- Then click the **SI Collaborators button**.
- Search by name and select. If name does not appear, change the drop-down role button to faculty.

To prefill the program table,
- Click **Generate**, then edit the table as needed.
- If the Generate button is missing, contact Research and Planning (x6220) to be added as a collaborator.

To Add or Remove Questions,
- Click **Design View**,
- Then use the Gear Icon to add at top or bottom,
- Browse the Section Templates for additional questions,
- Select, and Click Add.

1.A Program Overview - Awards

Click generate text to review the awards that are listed under this department. Next to each program award listed;

- Please denote if it should be included here, or should be listed elsewhere
- Answer yes or no, if the program has external regulations
- Additional lines, if needed, may be added by typing the tab key while in the last cell
- Any additional notes can be added in the box below the table

[addl help]

Program Awards	Include in Review (yes/no)	External Regulations (yes/no)

1.B Response and follow-up to previous program reviews

On the Departmental Program Review webpage, please locate your department and the previous program review. After viewing the commendations and recommendations, please complete the following questions;

Describe how your program has responded to the commendations and recommendations of the previous review.

Briefly describe the activities and accomplishments of the program since the last program review.

1.C The Mission of Modesto Junior College

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.

Provide a brief overview of the program and how it contributes to accomplishing the Mission of Modesto Junior College. (Overview Suggestions: How consistent is the program with the institutional mission, vision, core values and/or goals? How are aspects of the institutional mission addressed within the program? (Is the program critical to the pursuit of the institutional mission?)

2. Student Achievement and Completion

2.A Success

Please review your **Department Success Rates Dashboard**, then complete your reflection below. Use the filters to examine both department and course data. Charts will be included for record by Research and Planning once the review is submitted.

Consider your department success rates, disaggregated by ethnicity and modality, over the last two years on the dashboard. Are these rates what you expected? Are there any large gaps? Is there anything surprising about the data? Write a brief analysis.

What is your set goal for success? Do your department and individual courses rates meet this goal?

If your rates for success are lower than your goals, what are your plans to improve them?

If distance education is offered, consider any gaps between distance education and face-to-face courses. Do these rates differ? If so, how you do you plan on closing the achievement gaps between distance education and face-to-face courses?

Consider any student equity gaps--the differences across student populations, especially in relation to the highest performing group. How you do you plan on addressing issues of equity? In other words, how do you plan on closing the achievement gaps across student populations?

2.B. Conferred Award Trends

Review the **Program Awards Dashboard,** using the drop-down filters to focus the analysis on your department. Starting with identifying the year, please supply degrees and certificates awarded. Charts will be included for record by Research and Planning once the review is submitted.

What is your set goal for degrees and certificates awarded? Do your rates meet this goal?

If your rates for degrees and certificates awarded are lower than your goals, what are your plans to improve them?

2.C. College Goal for Student Achievement: Increase Scorecard Completion Rate for Degree and Transfer

The College has a primary aspirational goal of increasing the Completion rate from 43% to 53% on the **CCCCO Scorecard Completion Rate for Degree and Transfer [view] by 2022.**

The completion rates are the percentage of degree, certificate and/or transfer-seeking students tracked for six years who completed a **degree, certificate or transfer-related outcomes (60 transfer units).**

Please review the **Success Dashboard** for your program, and answer the following question:

Based on the information you examined for success (found on Tab 1) and equity (found on Tab 2), as well as the number of degrees and certificates your program has awarded (found on Tab 3), how is your program focused on helping the college complete this aspirational goal of increasing the MJC Completion rate by 10% on the **CCCCO Scorecard by 2022**?

3. Student Learning Outcomes

Instructions

This section of the Program Review measures student learning in your department.

PLO / GELO / ILO Outcomes

To ease in analysis, trending charts have been created by Research and Planning on the **Learning Outcomes Dashboard** website. Using these charts, you can identify your current success rates in student achievement towards the outcomes. Considering your current success rates, and previous semester, set a department aspirational goal, and what your success rate is currently. Later you will be asked to outline a plan to achieve this threshold, but for now, simply supply the Goal % and Current % for each level.

Note: If the dashboards do not show your Learning Outcomes, please ensure that they have been mapped in eLumen. Each course will need to be mapped to each applicable PLO, GELO and ILO. The Outcome Assessment Workgroup has created a web page detailing the work already done -> **PLO, ILO, and GELO Assessment grids.** While not detailing the use of eLumen, the **2013 SLO Manual** may help in understanding why we map, and what the different levels mean overall. For additional assistance, review the **Course Learning Outcome Assessment** web pages, or contact Nita Gopal at gopaln@mjc.edu.

3.A Student Learning and Outcomes Assessment

Please review your Learning Outcomes data located on the **MJC Student Learning Outcomes Assessment** website and below, in regards to any applicable Program, Institutional, and General Education Learning Outcomes.

For each ILO that your course learning outcomes informs, you will find your overall rate. On the **MJC Student Learning Outcomes Assessment** website, you will also see that overall rate disaggregated across student populations; you can use this information to understand how different student populations are learning in your courses.

After you have examined your rates and disaggregated data, reflect on the data you encountered. Please address the program outcomes (PLO), general education outcomes GELO (if any), and institutional outcomes (ILO) in your analysis.

Program Learning Outcomes (PLO)
What is your set goal for PLO success? Do your overall rates meet this goal?

General Education Learning Outcomes (GELO)
If your program has General Education outcomes, what is your set goal for GELO success? Do your overall rates meet this goal?

Institutional Learning Outcomes (ILO)
What is your set goal for ILO success? Do your overall rates meet this goal?

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Continuous Quality Improvement

If your rates for success for any PLOs, GELOs, and ILOs are lower than your goals, what are your plans to improve them?

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Equity and Success

Do your rates for your PLOs, GELOs, and ILOs vary across student populations? How you do you plan on addressing issues of equity? In other words, how do you plan on closing the learning gaps across student populations?

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3.B Resource Request and Action Plan as Related to Student Learning Outcomes

Please Click **Save Draft** before launching!

The link below will launch the **Launch SLO Resource Allocation Request** portion of the review. This will open in a new window, allowing you to input your program requests in regards to improving student learning outcomes. Overall program needs can be added at the end of the review.

When complete, please return here and continue with your final entries.

4. Curriculum and Course Offerings Analysis

Saving your Work

Before clicking links to dashboards, please click the **Save Draft** button to save your work without submitting.

4.A Curriculum Analysis

On the **Departmental page**, are listed those courses, if any, that have not been reviewed, and those which have not been scheduled for a review. Please address these below.

Provide your plans to bring courses into compliance with the 5-year cycle of review. If your department is compliant, please state that.

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Provide your plans to either inactivate or teach each course not taught in the last two years.

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Does the College Catalog accurately display the descriptions and requirements of all the courses and educational awards (degrees/certificates) overseen by this program? If not, please describe your plans to correct.

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Are there plans for new courses or educational awards (degrees/certificates) in this program? If so, please describe the new course(s) or award(s) you intend to create.

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What needs or rationale support this action, and when do you expect to submit these items to the Curriculum Committee?

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4.B Course Time, Location and Modality Analysis

Please follow this link and review the **Course Attributes** in regards to when, where, and in which method the courses in this program are taught. Use the filters to focus the report on your department. Then answer the following questions.

Location/Times Trend Analysis:
Consider and analyze this program's location trends. Discuss any program plans that address more efficient and beneficial location and/or time of day trends.

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5. Program Analysis

Saving your Work
Before clicking links to dashboards, please click the Save Draft button to save your work without submitting.

Inaccuracies of Metrics
While every effort has been spent ensuring accuracy, due to the dashboards using static, "snapshots" of data, some metrics might differ from other college systems. This most often occurs with current or the last semester, due to records changing since the dashboard was last updated. Additionally, sections which are cross-listed, quads, or other atypical sections, may not report correctly. If you have questions or concerns, please contact Research and Planning (x6220), or your department dean, who can provide current data from Crystal Report. These supplemental sources can be attached to the review for the record.

5.A Program Personnel

Please refer to the **Department Faculty and Sections Dashboard** to supply the names of faculty and adjuncts for the periods requested. Use the dashboard filters to focus on your individual department. Due to the complexity of payroll accounts and assignments, those listed may not match known individuals, please note any discrepancies.

Additional comments or narrative can be added below.

> Please list the names of all full-time faculty teaching in this program/department.

> Please list the names of all part-time (adjunct) faculty teaching in this program/department.

5.B Faculty Assignments

Please refer to the **Department Faculty and Sections Dashboard** to supply the number of faculty and adjuncts for the past two years of regular terms. Use the dashboard filters to focus on your individual department. Due to the complexity of payroll accounts and assignments, those listed may not match known individuals, please note any discrepancies. Please note that summer positions are all shown as adjunct due to payroll categories.

Enter figures for each term, to add additional rows, click in last cell on right and push tab on the keyboard.

Additional comments or narrative can be added below.

Term (Year Term, e.g. 2016)	# Sections Offered / Term	# Taught by FT Faculty	# Taught by Other Faculty	Program Fill Rate %

5.C Departmental Productivity Measurements

If not pre-filled, please complete for **two years** the following table of indicators, as listed on top of the **Productivity Dashboard**. A picture of this dashboard will be supplied by Research and Planning. Please enter one term per line; to add an additional line, click in last cell and use the Tab key.

The space below is available for comments and narratives.

Term (e.g. 2016 Fall)	FTEF	FTES	FTES/FTEF	WSCH/FTEF

6. Long Term Planning and Resource Needs

6.A Long Term Planning

Provide any additional information that hasn't been addressed elsewhere in this program review, such as environmental scans for opportunities or threats to your program, or an analysis of important subgroups of the college population you serve.

View the **Program Review Instructions** page for reference and inspiration.

> Taking into account the trends within this program and the college, describe what you realistically believe your program will look like in three to five years, including such things as staffing, facilities, enrollments, breadth and locations of offerings, etc.

6.B Student Achievement & Overall Program Review Resource Requests

Please click **Save Draft** before launching!

Please use this resource request link to request overall program resources that will help your program further the mission of the college -> **Launch Resource Allocation Request**.

This will open in a new window, allowing you to input your program requests.

When complete, please return here and continue with your final entries.

7 Executive Summary and Appendix

7.A Executive Summary

Feel free to copy and paste from Word or other sources directly in to the space below. If formatting is not preserved, try pasting to Notepad, then copying and pasting from there, adding formatting in eLumen.

> Provide an executive summary of the findings of this program review. Your audience will be your Division Program Review Group, the MJC Program Review Workgroup, and the various councils of MJC.

7.B Review Process Feedback

Please share any recommendations for improvements in the Program Review process, analysis, and questions. Your comments will become part of the permanent review record.

7.C Appendix and Optional Questions

The following questions are optional questions that can be added and removed by the department

What strategies do you use to recruit, support and retain students from disproportionately impacted groups?

Does your division (or program) provide any training/mentoring for faculty to support the success of students at risk of academic failure?

What factors serve as barriers to recruiting active faculty to your program(s)?