

EVC Institutional Effectiveness Committee

Program Review Feedback and Evaluation Form (Student Affairs)

Program/Department Title: Admissions & Records 2013-14

Date: 4/4/14

Name of IEC Member (person completing this form): Chris Ratto

Summary Section: Brief summary of program.

- X Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

Part A: Overview of Program

1. & 2. Program's CTA's and their alignment with the college's goals.

- X Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

3. & 4. State three recent accomplishments of the program (related to college's goals). State the goals and focus of the department/program and how they contribute to college mission/goals.

- X Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

Part B: Management Information Systems (MIS)

1&2. Nature and frequency of MIS data collected. Involvement of program director.

- X Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

3. Accuracy of MIS data and correction of any discrepancies.

- Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

Part C: Demographics

Access: 1 & 2: Program demographic data and college demographic data.

- Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

all the charts/graphs are mixed in the report very clearly

Access: 3, 4, & 5: Concerns, improvements, and program's contributions to student access.

- Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

Success: 1: Success of program students compared with college population.

- Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

Success: 2 & 3: Areas of concern. Program's contributions to student success.

- Exceptional**
- Adequate**

Inadequate or Incomplete

Comments:

Part D: Compliance

Student Eligibility: 1, 2 & 3: Factors and process for determining eligibility. Assistance with SEP plans.

Exceptional

Adequate

Inadequate or Incomplete

Comments:

Part E: Program Requirements

1, 2, & 3. Mandates for program director, advisory committee, and documentation.

Exceptional

Adequate

Inadequate or Incomplete

Comments:

Part F: Program Services

1, 2, & 3. Services mandated and offered.

X Exceptional

Adequate

Inadequate or Incomplete

Comments:

Part G: Student Learning Outcomes (SLOs)

1 & 2. SLOs and process used to develop them.

X Exceptional

Adequate

Inadequate or Incomplete

Comments:

3. SLO assessment and analysis.

- X **Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

4. Revisions and improvements to program based on results of SLO assessment.

- X **Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

Part H: Funding Expenditures & Accountability

1 & 2. Use of categorical funds for allowable and mandated costs. College match/maintenance.

- X **Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

3. Process for obtaining local, state, and federal approval for budget and expenditures.

- X **Exceptional**
- Adequate**
- Inadequate or Incomplete**

Comments:

4 & 5. Process for completing program's fiscal reports. Timely submission of reports.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

1. Ensuring use of categorical funds for allowable and mandated costs.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Part I: Technology

1 & 2. Efforts to automate or introduce new technology. Improvements in efficiency and effectiveness.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

pg.5 highlighted: brief footnotes to explain what these are.

3. Future plans to implement new technology.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Part J: Planning Agenda

1. Identify planned changes to program. Link to CTAs.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Might want to get an idea how much the improvement you suggest in the report might cost, and

2. Explain any funds received beyond the categorical allocation or plans to request such funds.

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

3. Identify and discuss any future need for additional personnel, facilities, equipment, and equipment maintenance needs. Estimate annual budget impact of such future needs.

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

OVERALL SUMMARY: IEC Member's evaluation of this Program Review as a whole. Please include your checkbox rating as well as written comments.

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

Very good and easy to follow.

Pg.7,11,20,21,22 DataTel the 2nd T is capitalized

Pg.12 beneficial B is not Capitalized

Pg.16 Evergreen CITY College instead if Valley

Pg.19 are an extra word first sentence

All are highlighted in yellow...

EVC Institutional Effectiveness Committee

Program Review Feedback and Evaluation Form

Program/Department Title: Admissions and Records

Date: 4/2/14

Name of IEC Member (person completing this form): R.J. Ruppenthal

Summary Section

1. Brief summary of program

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments: I especially liked your analysis of outside factors.

2. Program's definition of success and how it is measured

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

3. Results of any success measures applied

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

4. Where would you like the program to be three years from now?

- Exceptional
 Adequate
 Inadequate or Incomplete

Comments:

Part A: Overview of Program

1. & 2. Program's CTA's and their alignment with the college's goals

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: Nicely done.

3. & 4. State three recent accomplishments of the program (related to college's goals). State the goals and focus of the department/program and how they contribute to college mission/goals.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

5, 6, 7, & 8. Data on student demographics, enrollment, productivity, and success rates. Should include analysis of any patterns or trends.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

9. Advisory Committee (if applicable)

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: N/A

Part B: Curriculum

1, 2, & 3. Identify all courses and explain their importance. State how program has remained current in the discipline. Have all courses been updated in last six years? If not, present a plan for completion.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: N/A

4 & 5. Describe any innovative strategies or pedagogy. Discuss plans for future curricular modification.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: N/A

6 & 7. Explain any articulation. Describe any outside accreditation or certification.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: N/A

Part C: Student Learning Outcomes

1. Course level SLOs.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: N/A

2. Program level SLOs (for certificates or degrees).

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: No Program SLOs

3. Describe all assessment mechanisms you are using to evaluate SLOs. Provide results of analysis.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: Assessment is ongoing with more results expected next semester.

Part D: Faculty and Staff

1 & 2. List current faculty and staff members. List professional development activities they have completed in last six years.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

3 & 4. Identify current schedule for tenure review, regular faculty evaluation, adjunct faculty evaluation, and classified staff evaluation. Describe departmental orientation or mentoring process for new hires.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: Could explain this more thoroughly re: staff trainings, etc.

Part E: Facilities, Equipment, Materials and Maintenance

1. Identify and discuss current facilities, equipment, materials, and maintenance. Identify and explain additional needs and rationale.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

2. Describe use and currency of technology. Identify projected needs.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: Very explanatory overview of technology changes and implementations.

3. Support that program receives from industry (if applicable).

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: N/A

Part F: Future Needs

1. Current budget: (A) Fund 10, (B) Fund 17, (C) Explain any grants or external funding sources

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

2. Outside funding sources for which program would be a good candidate. Any plans to apply.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

3. Unmet needs and plans for addressing them. Any additional resources needed for this.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

4. Any needed faculty and staff positions over the next six years. Any needed facilities, equipment, or supplies over the next six years (above and beyond current budget).

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments: I'd like to see, more clearly, what resources A&R would need to be most effective.

Parts H, G, and I

Additional Information. Annual Reviews. Resource Allocation Table.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

OVERALL SUMMARY: IEC Member's evaluation of this Program Review as a whole. Please include your checkbox rating as well as written comments.

Exceptional

Adequate

Inadequate or Incomplete

Comments: This is a very solid, comprehensive Program Review. Nice work.