EVC Institutional Effectiveness Committee
Program Review Feedback and Evaluation Form

Program/Department Title: Outreach and Recruitment Services **Date: April 2, 2014**

Name of IEC Member (person completing this form): Keith Aytch

Summary Section

1. Brief summary of program

	Exceptional
x	**Adequate**
☐	**Inadequate or Incomplete**

Comments:

> Good Mission Statement

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

☐	**Exceptional**
x	**Adequate**
☐	**Inadequate or Incomplete**

Comments:

> This information needs to be directly stated.

3. Results of any success measures applied

☐	**Exceptional**
x	**Adequate**
☐	**Inadequate or Incomplete**

Comments:

> This information is not clearly stated.

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

☐	**Exceptional**
x	**Adequate**
☐	**Inadequate or Incomplete**

Comments:

> On page 19 it states that there needs to be some improvement but the outcomes are not stated

Part A: Overview of Program

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

☐   **Exceptional**
☐   **Adequate**
x   **Inadequate or Incomplete**

Comments:

I did not see this information.

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**
x   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

Again, this information needs to be clearly highlighted.

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

☐   **Exceptional**
x   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

The summary sentence on page 10 needs to be related to the Outreach activities.

9. Advisory Committee (if applicable)

☐   **Exceptional**
☐   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

Not Applicable

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:

Not Applicable

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

☐ **Exceptional**
☐ **Adequate**
☐ **Inadequate or Incomplete**

Comments:

Not Applicable

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

☐ **Exceptional**
☐ **Adequate**
☐ **Inadequate or Incomplete**

Comments:

Not Applicable

Part C: Student Learning Outcomes

1. Course level SLOs.

☐ **Exceptional**
x **Adequate**
☐ **Inadequate or Incomplete**

Comments:

Not Applicable

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

☐ **Exceptional**
x **Adequate**
☐ **Inadequate or Incomplete**

Comments:

> The Service Learning Outcomes need to be listed.

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

	Exceptional
	Adequate
x	Inadequate or Incomplete

Comments:

> The mechanisms to be listed, as well.

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
x	Adequate
	Inadequate or Incomplete

Comments:

> Ok

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:

> Non Applicable

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
x	Adequate
	Inadequate or Incomplete

Comments:

> Add additional information

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

☐   **Exceptional**
x   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

> Ok

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

☐   **Exceptional**
x   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

> Ok

Part F: Future Needs

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

☐   **Exceptional**
x   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

> Additional Staffing--Ok

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

☐   **Exceptional**
x   **Adequate**
☐   **Inadequate or Incomplete**

Comments:

> Okay

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

☐   **Exceptional**
x   **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).

x **Exceptional**
☐ **Adequate**
☐ **Inadequate or Incomplete**

Comments:

[ ]

Parts H, G, and I

Additional Information. Annual Reviews. Resource Allocation Table.

☐ **Exceptional**
x **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**
x **Adequate**
☐ **Inadequate or Incomplete**

Comments:

The Program Review overall provides solid information, but there needs to be more details.

EVC Institutional Effectiveness Committee
Program Review Feedback and Evaluation Form

Program/Department Title: Outreach and Recruitment Services   **Date: 3/31/14**

Name of IEC Member (person completing this form): Felicia Mesa

Summary Section

1. Brief summary of program

☒ **Exceptional**
☐ **Adequate**
☐ **Inadequate or Incomplete**

Comments:

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: No mention of CTAs, though you could use some of your areas of improvement in developing your CTAs.

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:

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: Consider including professional development activities.

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: Consider including last review dates and specific timeline for future review schedules

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: No information given.

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

☐ **Exceptional**
☐ **Adequate**
☐ **Inadequate or Incomplete**

Comments: I believe this is N/A

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:

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: The overall evaluation was good. The areas for improvement, listed at the end of the review, will help strengthen the next program review.