Evergreen Valley College
Student Affairs Program Review Self-Study
Document Criteria
~~2012–2013~~

Note to Preparers

Please use the criteria in this template to prepare the Program Review for your department or program. One of the major functions of Program Review is to ensure that all work units of the Evergreen Valley College are aligned with its goals. The college's goals are set forth in its Mission _and_ ~~,~~ Strategic Initiatives~~, and Commitments to Action~~, which are expressed below ~~and in the web link that follows~~. Relevant data sets _were emailed to you by the Office of Institutional Effectiveness and Student Success_ ~~are available through the SJECCD Portal~~; please see your Dean/ if you need help with this. Additional information, including a submission timeline and samples of recent Program Reviews, are available on the college website ~~http://www.evc.edu under the "Program Review" tab~~http://www.evc.edu/discover-evc/accreditation/iec-and-program-review. If you have any questions, please feel free to contact any member of EVC's Institutional Effectiveness Committee (IEC).

Program Review Process/Timeline

1. Submit ~~first~~ Program Review (PR) draft to IEC~~Vice President/Dean~~. _~~November~~ December 1st_
2. ~~Vice President/Dean submits first PR draft to IEC. _November-January_~~
3.2. IEC committee members will review and provide feedback to assist you in preparing a final version. _February-March_
4.3. Make revisions to first PR draft and submit final version to IEC. _~~March~~ April 1st_
5.4. Final PR version goes to College Council and EVC President for approval before going to the Board of Trustees. _April-May_
6.5. Approved PR goes to the College Budget Committee for EVC's Budget and Planning Process. _(resource allocation model)~~April-May~~_

Evergreen Valley College's Mission:

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College's mission is to empower and prepare students from diverse backgrounds to succeed academically, and to be civically responsible global citizens.

Strategic Initiatives:

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success.
   Areas of focus are:
   - Access: Develop a balanced schedule of course offerings to better meet the needs of students
   - Curriculum and programs: Establish quality curriculum and programs to support student achievement of educational goals.
   - Services: Tailor services for a diverse student population to prepare and enable them to succeed academically and become global citizens.
2. Community Engagement: We will transform the college image and enhance partnerships with community, business and educational institutions.
   Areas of focus are:
   - Increase visibility
   - Develop strategic partnerships
   - Building campus community
3. Organizational Transformation: We create a trusting environment where everyone is valued and empowered.
   Areas of focus are:
   - Student Access: Completion of educational goals
   - Employee development
   - Transparent Infrastructure

Revised 9-17-15

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
- Increase Visibility
- Develop Strategic Partnerships
- Building Campus Community

2. Community Engagement: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
- Student Access: Completion of Educational Goals
- Employee Development
- Transparent Infrastructure

3. Organizational Transformation: We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:
- Access
- Curriculum and Programs
- Services

Department/Program Name:
Last Review:
Current Year:
Preparers' Names:
List Staff/Faculty, Positions & Titles
Dean/Vice President:

Department/Program Summary

1. Provide a brief summary of your program. Please explain the purpose of your program, what students you serve, what services you provide, and why these services are valuable. Your explanation should include a brief history and a discussion of any factors that have been important to the program's development.

Summary of the Department/Program

1. Provide a brief summary of your program. Assume the reader does not know anything about it. Your explanation should include a brief history and a discussion of any factors that have been important to the program's development. Please explain the purpose of your program, what students you serve, what services you provide, and why these services are valuable.

   Note: For the following items, you may use Student Learning Outcomes (SLOs) and SLO assessments to gauge effectiveness. If so, you may wish to complete Part G, below, and then return to this section.

2. How does your program define effectiveness, and what measures have you chosen to gauge it?
3. Please summarize the results of any measures you have applied. What do these results mean for your program?
4. Where would you like your program to be three years from now?

PART A: Overview of Program
Revised 9-17-15

1. Please state at least three recent accomplishments for your program which show how it contributes to the College's success.
2. State the goals and focus of this department/program and explain how the program contributes to the mission, strategic initiatives, comprehensive academic offerings, and priorities of the College and District.
3. (data) Identify current student demographics. If there are recent changes in student Demographics, explain how the program is addressing these changes.
4. (data) Identify enrollment patterns of the department/program in the last 6 years and provide an analysis of any notable trends or patterns.
5. (data) Identify department/program productivity (WSCH/FTEF).
6. (data) Identify student success rate and patterns within the department/program paying particular attention to our college's target groups.
7. If the program utilizes advisory boards and/or professional organizations, describe their roles.

PART A: Overview of Program
1. Identify your program/department's Commitments to Action (CTA's) for this year.
2. Please explain how your program's CTA's are aligned with the goals of the College. How does your program help the College fulfill its Mission, Strategic initiatives, and Commitments to Action (CTA's)?
3. Please state at least three recent program accomplishments that contribute to the College's success.
4. State the department/program's goals and focus, explaining how these contribute to the mission and priorities of the College and District.

PART B: Management Information Systems (MIS)
1. Indicate the MIS data you are mandated to collect and how often it's reported.
2. How is the program director involved in the review of MIS data before it is submitted to the State Chancellor's Office?
3. Is the data accurate and does it match the numbers in your internal database? If the data does not appear to be accurate, identify the problem (e.g. too many or too few participants listed; demographics seem incorrect, etc.). Document the process used to identify and correct the problem.

PART C: Demographics
Access
1. Provide the following demographic data: ethnicity, age and gender.
2. Does the program's population reflect the college demographic data?
3. Describe any areas of concern with access.
4. Describe any plan for improving access.
5. What programs and services do you feel specifically contribute to student access?

Success
1. How well do the program students perform compared to the total college population?
2. Describe areas where you have concern about student success.
3. What programs and services do you feel specifically contribute to the success of students at your college?

PART D: Compliance
Student Eligibility
1. Describe the factors you program uses to determine that student's eligibility and how these factors are communicated in your program information/handouts.

Revised 9-17-15

2. Describe the process used to monitor continued program eligibility
3. If applicable, describe the process for assisting students in completing their Student Educational Plan (SEP) and making necessary revisions.

PART E: Program Requirements
1. Indicate if the program is required to have a full-time director and meet specific qualifications?
2. Is the program mandated to have an advisory committee? Identify the membership/composition, list the frequency of the meetings and provide a copy of the last meeting's minutes.
3. What type of documentation is the program required to maintain?

PART F: Program Services
1. Describe program services. Indicate those services you are mandated to provide?
2. If the program does not offer all mandated services, which ones are not offered and why?
3. If counseling is a mandated service, how are the required counseling contacts documented?

PART G: Student Learning Outcomes
1. What are the SLOs for the program?
2. ~~2.   What process was used (or plan to use) to develop these outcomes?~~
~~4.   Have you assessed and analyzed data outcomes? Please provide a brief summary of your assessment.~~
~~5.   How have you used the assessment information to revise your program and improve the services?~~
        List or describe all assessment mechanisms you are using to evaluate course and/or program student learning outcomes. Please provide a link to all the course and/or program SLO assessment matrices.
        3. Since your last program review, summarize SLO assessment results at the course and program level (if applicable).
4.   What plans for improvement have been implemented to your courses or program as a result of SLO assessment?
5.   As a result of SLO assessment data, will you be requesting additional resources for your program or courses (i.e. additional faculty, equipment request, program personnel…)?

PART H: Funding Expenditures & Accountability
1. How do you ensure that categorical funds are only used for allowable and mandated costs?
2. Is the College mandated to provide a match/ maintenance of effort? How is this met? Explain any outcomes, should the College not meet match/maintenance of effort obligation.
3. Describe the process for developing and obtaining local, state or federal Budget and Expenditures approval (include timelines).
4. Indicate the process for completing the program's fiscal reports and relationship to the district's year end program accounting (include timelines).
5. Did reports get submitted on time? If not, explain rationale for late submissions and the process for requesting an extension.

PART I: Technology
1. Describe efforts made to automate and/or introduce technology (i.e. convert hardcopy documents to electronic versions).
2. Explain how the new technology helped to improve program efficiency and effectiveness.
3. Describe future plans to implement new technologies in an effort to eliminate manual processes. Identify projected needs and timelines.

PART J: Planning Agenda

Revised 9-17-15

1. Identify any plans you may have to modify, automate and/or create additional services within your program. Please link these to the college mission, strategic initiatives, or SLO assessment results. ~~your program's CTAs.~~
2. Indicate if you are receiving or planning to request funds beyond the state or federal categorical allocation.
3. Identify and discuss any need for additional personnel, facilities, equipment and equipment maintenance needs. Estimate the annual budget impact for any future needs.

4. Please complete the Information Table below:

Program Budget & Projected Expenditures	
Number of Students Served	Most recent academic year (for which data is available)
Changes in number of students served	Most recent academic year vs. three years ago (e.g. +3%, -1%, etc.)
Your Program's Current Budget (from Fund 10)	Most recent Fiscal Year
Current External Funding (from Fund 17)	Most recent Fiscal Year
Future Needs: Personnel (Estimated Additional Cost)	Annual cost*
Future Needs: Facilities (Estimated Additional Cost)	Total cost over useful life of facilities*
Future Needs: Equipment, Supplies, and Maintenance (Estimated Additional Cost)	Total cost*