



San Diego Mesa College

Program Review

ADDENDUM Committee Report Years Two - Five

2007-2008

Presented to President's Cabinet

May 20, 2008

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR TWO
YEAR-END REPORT, 2007-2008**

Year Two Lead Writers 2007-2008	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Black Studies (L) • Thekima Mayasa	Yvonne Bergland (Caterina Palestini)	C/R	C/R	The program review was not received within the established timeline of March 31, 2008. Manager notified. The lead writer was notified that the President's Cabinet wanted to review the Program Review Committee's findings at their May 20, 2008 meeting. When received on May 16, 2008, the program review was distributed for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The Committee noted the program's need for additional staffing. The lead writer reported "Given the extensive program activity that we are engaged in and significantly smaller size of our department and fulltime faculty available, we are at a great disadvantage in having the staff necessary (compared to larger departments with more fulltime faculty) to address these administrative needs within the desired timeframes. These factors should be seriously considered in the overall review of our program."
Building Construct.- Carpentry/Inspect. (L) • Larry Horsman	Yvonne Bergland (Susan Mun)	C/R	C/R	The program review was not received within the established timeline of March 31, 2008. Manager notified. The lead writer was notified that the President's Cabinet wanted to review the Program Review Committee's findings at their May 20, 2008 meeting. When received on May 16, 2008, the program review was distributed for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The Committee noted that the lead writer expressed the timeframes in the number of years needed to complete the program's goals rather than specific dates.

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline



San Diego Mesa College

Program Review

Committee Report Years Two - Five

2007-2008

Presented to President's Cabinet

May 13, 2008

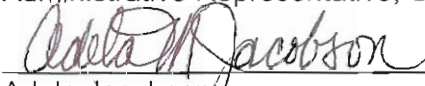
SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT’S CABINET
YEAR-END REPORT FOR YEARS TWO - FIVE
2007-2008
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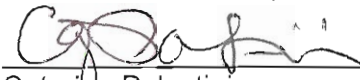
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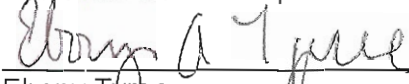
**SAN DIEGO MESA COLLEGE
ACADEMIC PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT'S CABINET
YEAR-END REPORT FOR YEARS TWO, THREE AND FIVE
2007-2008**

COMMITTEE MEMBERSHIP/SIGNATURE PAGE:

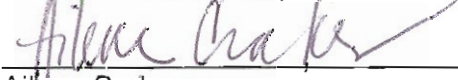

Yvonne Bergland
Administrative Representative, Co-Chair

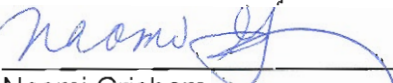

Adela Jacobson
Student Services Representative, Co-Chair


Caterina Palestini
Classified Senate Representative

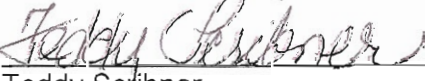

Ebony Tyree
Classified Senate Representative

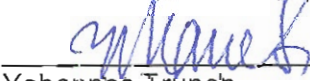

Henry Browne
Academic Senate Representative


Ailene Crakes
Academic Senate Representative


Naomi Grisham
Academic Senate Representative


Bruce Naschak
Academic Senate Representative

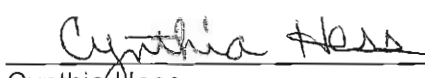

Teddy Scribner
Academic Senate Representative


Yohannes Truneh
Academic Senate Representative


Joi Lin Blake
Administrative Representative

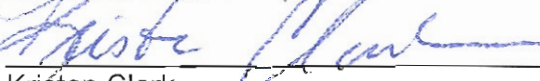

Otto Lee
Administrative Representative


Robert Fremland
Academic Senate Representative, Co-Chair

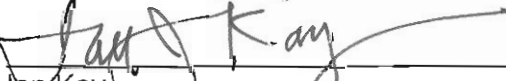

Cynthia Hless
Classified Senate Representative

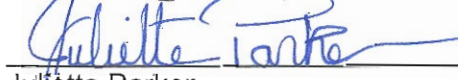

Monica Romero
Classified Senate Representative

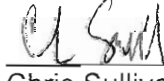

Jill Baker
Academic Senate Representative


Kristan Clark
Academic Senate Representative

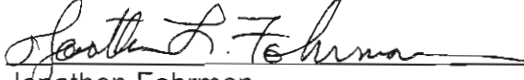

Anne Geller
Academic Senate Representative

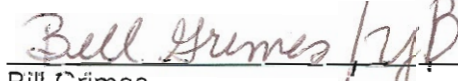

Ian Kay
Academic Senate Representative


Juliette Parker
Academic Senate Representative


Chris Sullivan
Academic Senate Representative


Susan Mun
Campus-Based Researcher


Jonathan Fohrman
Administrative Representative


Bill Grimes
District Research Representative

TO: Members of the President's Cabinet

SUBJECT: PROGRAM REVIEW YEAR-END REPORT
FOR YEARS TWO - FIVE, 2007-2008

Following this memo are the year-end reports for Years Two - Five submitted by the Academic Program Review Committee. The format for these reports approved by the President's Cabinet in fall, 2003 continues to be used.

Each report contains the following information:

- the names of the lead writer(s)
- the names of the assigned Program Review Committee liaisons
- the committee's findings relative to the forms and/or response sheets
- comments/recommendations/commendations from the Program Review Committee and, when provided, feedback from the lead writers

PROCESS

In the spring 2007, the President's Cabinet approved recommendations to integrate the academic and student services program review processes. As a result of this integration, the annual fall lead writer training was revised to include the programs and service areas in Years Two – Five of the process. Due to the wildfires, two (2) trainings were offered: One on November 9, 2007; and the second on December 5, 2007. Lead writers attending these training sessions were provided access to the program review materials online. Those lead writers who did not attend either one of the training sessions were sent the access information as well as a copy of the revised Program Review Handbook.

On behalf of the Program Review Committee, the Office of Instructional Services, Resource Development and Research sent regular reminders of key due dates to the lead writers and their assigned liaisons. The adjustment of the due date to March 15 in 2005 gave the lead writers an additional two weeks to submit their program reviews to their respective deans.

Although this revised timeline gave the deans until the end of March to submit their documents to the Program Review Committee, not all were submitted. Reviews not received within the published timeframe are marked as such in the Year-End Report section beginning on page 6.

Each program review document was read and evaluated by at least two Program Review Committee members using the worksheet developed for the specific year involved. After the reviewers discussed their findings, the lead writers were contacted and provided feedback. Lead writers were given the choice of meeting with the reviewers, receiving an e-mail or using the telephone to discuss these findings. Once given feedback from the reviewers, lead writers had time to revise their program review documents if they wished to do so. The committee's final findings were communicated to the lead writers for review and feedback. The feedback from lead writers was used to prepare the committee's Year-End Report. Positive comments were received concerning the process as well as the documents used.

The Program Review committee's Year-End written report was reviewed by the Academic Affairs Committee on April 28, 2008 prior to submission to the President's Cabinet. After review and approval by the President's Cabinet on May 13, 2008, lead writers will receive final copy of their portion of the Year-End Report. File copies will be prepared for the Office of the Vice President of Instruction and Student Services as well as the Learning Resource Center (LRC).

Recommendation #1:

The Program Review Committee recommends that the Year One Response Sheet (Form 2) be revised to a chart format. (See Appendix A, page 14)

Rationale: Both lead writers and program review liaisons have commented that the chart format used for Years Two – Five facilitate the writing and the review of the documents.

Recommendation #2:

To assist the lead writer in responding to the questions found on the Year One Response Sheet, it is recommended that “Guidelines for Completing Year One, Form 2” be included in the Program Review Handbook. (See Appendix B, page 15)

Rationale: With the development of an integrated program review model, clear and detailed instructions are needed to guide the lead writers for the College’s academic, student services and administrative program reviews.

Next Steps:

For the remainder of this academic year, the Committee will implement the six (6) recommendations approved by the President's Cabinet on March 4, 2008. These recommendations outline a plan to integrate Administrative Services program review models (see Appendix C, page 16).

The first step involves the expansion of the committee membership to include Administrative Services representatives. After this step has been completed, a subcommittee will be formed to determine which support services are in Year One, Two, Three, Four and Five. The next phase will be a review with possible revisions to the existing program review instruments to facilitate the Administrative Services areas. The name on all of the program review documents will be reviewed and revised where appropriate to reflect these latest changes. Then, basic research needs will be determined in collaboration with the Campus-Based Research Analyst.

These above suggestions and recommendations are a result of an analysis of the findings, problems, issues, and concerns discussed with our parent committee, the deans, lead writers, and others during the spring 2008 program review cycle. We commend the efforts of all program lead writers, department chairs/supervisors and managers who worked so diligently to implement the process and timelines and to complete their reviews on time and in accordance with the approved process.

The Program Review Committee completed its review of all submitted documents and, then, the revisions made to these reports by the lead writers, within the process timelines. The following pages contain reports of the Committee's findings resulting from its review and deliberations. All supporting documentation and worksheets are on file in the Office of Instructional Services, Resource Development and Research.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR TWO
YEAR-END REPORT, 2007-2008**

Year Two Lead Writers 2007-2008	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Accelerated College Programs (L) • Carl Luna	Joi Blake (Jill Baker)	C/R	C/R	The program review was not submitted within the established timeline of March 31, 2008. Manager notified. When received on April 28, 2008, the program review was distributed to the liaisons for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The liaisons reported that the lead writer submitted an exemplary program review that is thorough and well documented. Required signatures are missing. The program review was completed with all requirements being met. Complete responses were provided. Progress on short and long term goals as well as new goals have been well documented with any obstacles to their completion included.
Accounting • Tracy Tuttle	Yohannes Truneh (Henry Browne)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on short and long term goals as well as new goals have been well documented with any obstacles to their completion included.
Animal Health Technology • Peggy Fischer	Bruce Naschak (Ebony Tyree)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Anthropology • Diane Barbolla	Ian Kay (Naomi Grisham)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Architecture • Pam Chapman	Henry Browne (Teddy Scribner)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Art-Fine Art (All) • Georgia Laris	Juliette Parker (Otto Lee)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline

Year Two Lead Writers 2007-2008 (continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Biology (L) •Paul Sykes/Leslie Seiger	Henry Browne (Jonathan Fohrman)	C/R	C/R	The program review was not submitted within the established timeline of March 31, 2008. When received April 15, 2008, the program review was distributed to the liaisons for review. The Committee is requesting that the lead writers adhere to published timelines and submit future program reviews within these. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Black Studies (L) •Thekima Mayasa	Kristan Clark (Monica Romero)	R	R	The program review was not received within the established timeline of March 31, 2008. Manager notified.
Building Construction-Carpentry/Inspect. (L) • Larry Horsman	Jill Baker (Ailene Crakes)	R	R	The program review was not received within the established timeline of March 31, 2008. Manager notified.
Chicano Studies (L) •Michael Ornelas	Otto Lee (Adela Jacobson)	C/R	C/R	The program review was not submitted within the established timeline of March 31, 2008. Manager notified. When received on April 24, 2008, the program review was distributed to the liaisons for review. The Committee is requesting that the lead writers adhere to published timelines and submit future program reviews within these. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Computer Information Sciences •Walter Wesley	Teddy Scribner (Bruce Naschak)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Evaluations •Monica Romero/ Vang Thao	Chris Sullivan (Kristan Clark)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported additional follow-up was required.
Radiologic Technology •Catherine Bertsch-Boychuk	Ian Kay (Monica Romero)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline

Year Two Lead Writers 2007-2008 (continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Student Affairs •Ashanti Hands	Rob Fremland (Cynthia Hess)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Tutoring/Writing Center •William Peters	Yvonne Bergland (Susan Mun)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Missing information relative to the goals was provided in the form of an addendum by the lead writer.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR THREE
YEAR-END REPORT, 2007-2008**

Year Three Lead Writers 2007-2008	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
American Sign Language/Interpreting •Joseph Halcott/ Barbara Buchanan	Juliette Parker (Jonathan Fohrman)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons planned a follow-up due to the response relative to online courses.
Child Development •Shirley Junior/ Sandra Luhnnow (CDC)	Anne Geller (Naomi Grisham)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The original program review did not cite a data source in response to question #4. The lead writers provided an addendum explaining that they used the previous year's class schedules to fashion their response. Program continuation issues cited by the lead writers are referred to the dean.
Consumer Studies • Lou Ann Gibson	Ian Kay (Bruce Naschak)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons recommended and the lead writer moved the funding information to the appropriate column on the response sheet.
Foreign Languages (All) •Francisco Zabaleta/ Alison Primoza	Otto Lee (Adela Jacobson)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion.
Geography •Ken Berger	Rob Fremland (Monica Romero)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion. The Geography program is severely hindered by lack of tenured and tenure-track faculty. Presently the workload of updating curricula, writing program reviews, creating and documenting SLO's, evaluation of faculty and hiring adjuncts is overwhelming without enough full time faculty to carry out the work. The impact on students and the college is critical.

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline

Year Three Lead Writers 2007-2008 (continued)	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Geographic Information Systems •Eileen Goff/Karen Owen	Chris Sullivan (Cynthia Hess)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Physical Education •Henry Browne (Fitness Specialist – Lisa Williams; Health – Todd Curran; Dance – Aulani Chun; Athletics – Manny Bautista)	Kristan Clark (Ailene Crakes)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer was notified about how to locate institutional effectiveness data so he could respond to question #4.
Outreach • Joi Blake/ Barbara Plandor	Yvonne Bergland (Henry Browne)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the lead writer did not provide a response to question #4. The lead writer provided requested information in an addendum.
Physics (L) • Claude Mona	Anne Geller (Naomi Grisham)	C/R	The program review was not submitted within the established timeline of March 31, 2008. When received on April 11, 2008, the program review was distributed to the liaisons for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. Also, it is requested that the lead writer provide the data source used in response to question #4. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Political Science •Michelle Rodriguez	Jill Baker (Ebony Tyree)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer provided an addendum containing the missing information and clarification requested by the liaisons.
Psychology •Dina Miyoshi/ Laurie Mackenzie	Joi Blake (Teddy Scribner)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR FOUR
YEAR-END REPORT, 2007-2008**

Year Four Lead Writers 2007-2008	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Financial Aid •Cathy Springs	Rob Fremland (Cynthia Hess)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer provided the following feedback after review of the Committee's report: "The format your office developed simplified the process and gave wonderful direction to the process. Thank you again for your support and advice."
Health Information Technology •Teddy Scribner	Kristan Clark (Adela Jacobson)	C/R	C/R	The program review was completed with all requirements being met. Complete responses were provided. Although progress on short and long term goals was documented, the liaisons requested clarification on those still in progress and those deleted.
History •Mary Lou Locke	Henry Browne (Ailene Crakes)	C/R	C/R	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons report missing information in some of the goals. The person(s) assigned are not listed.
Mathematics •Judy Ross	Jill Baker (Ebony Tyree)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that follow-up was needed because there is some information missing for the goals. The lead writer provided an addendum containing the missing information for both the short-term and long-term goals.
Medical Assisting •Danielle Lauria/ Winifred Khalil	Anne Geller (Jonathan Fohrman)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported questions about the goals that require follow up.
Multimedia •Alfonso Saballett	Yvonne Bergland (Monica Romero)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons followed-up due to some timeframe questions for the short-term goals. The lead writer provided clarity concerning timeframes for these goals in an addendum. He indicated that the department chair is scheduling a future meeting to discuss SLOs.

Year Four Lead Writers 2007-2008 (continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Music •Igor Korneitchouk	Yohannes Truneh (Teddy Scribner)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Physical Therapist Assistant •Laura Crandall	Joi Blake (Otto Lee)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Real Estate •Shadrick Jeffries	Chris Sullivan (Naomi Grisham)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR FIVE
YEAR-END REPORT, 2007-2008**

Year Five Lead Writers 2007-2008	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
Admissions/Veterans/Records (L) •Ivonne Alvarez	Rob Fremland (Chris Sullivan)	C/R	The program review was not submitted within the established timeline of March 31, 2008. When received April 15, 2008, the program review was distributed to the liaisons for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. Signatures of the lead writer, supervisor and manager are not present. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the truly critical nature of this service area is described with clarity and urgency.
Student Health Services (*) •Suzanne Khambata	Yvonne Bergland (Bruce Naschak, Cynthia Hess)	C	The Committee would like to recognize and commend the Student Health Services Program for its high quality report. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons reported the program review was well done and very complete. When provided feedback from the liaisons, the lead writer responded: "Thank you for reviewing and approving our program review report. I am appreciative of the kind summary comments. Student Health Services has greatly benefited from the new program review process. I was nervous about this project, however, under your tutelage and with your support (especially the handbook and your reassurance) the project went smoothly. Our quality of service to our students is of paramount importance to all of us. The program review process assisted us in reviewing our programs, focusing on goals, validating our progress and substantially improving our infrastructure. Thank you for your excellent leadership and invaluable support."

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline

SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO THE PRESIDENT'S CABINET

YEAR-END REPORT FOR YEARS TWO - FIVE

2007-2008

APPENDICES

**DRAFT
SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
PROGRAM ASSESSMENT/DEVELOPMENT OF GOALS AND ACTION PLAN
YEAR ONE: FORM 2 – PROGRAM REVIEW RESPONSE SHEET**

Program/Service Area Name: _____

Name of Lead Writer(s): _____

INSTRUCTIONS

Please respond as completely as possible in the space provided. This space is designed to automatically increase as responses are typed in. This is an opportunity to show your program's or service area's strengths. It is also an opportunity to enumerate any obstacles you may be facing and your program's or service area's needs. Formulation of goals may occur as this assessment is done. Place these on Form 3. Use the data provided on Form 1 to support your responses, where and when appropriate.

A. Program or Service Area Description

Provide a complete description of the program or service area. When responding, the following information should be considered and reported upon as appropriate:

- provide your program or service area mission statement

Criteria		Response
A.	The mission statement supports College goals.	
B.	The mission statement supports program/service area goals.	

- how the program or service area addresses the College's mission

Criteria		Response
A.	Indicate how the program/service area addresses the mission.	
B.	Enumerate the ways the mission is addressed.	

SAN DIEGO MESA COLLEGE

PROGRAM REVIEW

GUIDELINES FOR COMPLETION – YEAR ONE, FORM 2

INSTRUCTIONS

This section of the Program Review Handbook was developed to assist the lead writer in forming the responses to the questions. It is recommended that the responses be as complete as possible as this is an opportunity to showcase your program or service area. The Year One Form 2, Program Review Response Sheet is found beginning on page _____. To facilitate the reporting of your responses, the Program Review Committee has provided an online file containing this form.

A. Program or Service Area Description

Provide a complete description of the program or service area. When responding, the following information should be considered and reported upon as appropriate:

- provide your program or service area mission statement.

Program or service area mission statements should include information that supports both college and program/service area goals.

- how the program or service area addresses the College's mission

When responding, include all aspects of the College's Mission statement from the current catalog. Enumerate the ways in which the program or service area addresses the College's Mission.

- what degrees and certificates are offered by the program (only for Instructional Programs, does not apply to Student Services areas.)

*Give a description of the degrees and certificates offered through the program. **Reference and attach program pages from the current catalog.** Use appropriate data from Form 1.*

- the program's or service area's strengths and challenges

Describe the program's/service area's strengths and the current challenges.

- description of how the program or service area has been improved or modified since the previous program review

Describe the improvements or modifications made since the previous program review.

Describe the successes or obstacles met towards the goals set in the previous program review.

- please write a one or two paragraph summary of your program review that emphasizes the program's or service area's most significant features and pressing needs. This summary will be included in the final report that is read by the Academic Affairs Committee and President's Cabinet

Providing a summary of the program's or service's area's most significant features and pressing needs will increase the readership of the materials provided by the lead writer. It is recommended that this summary be written after the program review has been completed so that all facets are included.

A. INTEGRATING ADMINISTRATIVE SERVICES

Recommendation #1

It is recommended that the Program Review model for Instructional and Student Services be adopted and used by Administrative Services. If needed, supplemental questions will be developed by representatives of the Mesa College Program Review Committee and assigned individuals from Administrative Services.

Rationale: The Accrediting Commission for Community and Junior Colleges (Western Association of Schools and Colleges) sent College Presidents, Chief Instructional Officers and Accreditation Officers a memo containing three (3) rubrics for evaluating institutional effectiveness with compliance levels for each. For the Program Review Rubric, it is expected that Administrative Services will be included and be above the awareness level. (Appendix A, page 25 contains the memo and Program Review Rubric.)

Recommendation #2

It is recommended that that the Program Review five-year cycle begin Fall, 2008 for the Administrative Service units.

Rationale: Beginning Fall, 2008, will permit the placement of the Administrative Service units in the appropriate part of the five-year cycle. The Program Review Committee will work with Administrative Services in determining what units will be in Year One, Two, Three, Four and Five.

Recommendation #3

It is recommended that the membership of the Program Review Committee be expanded to include appropriate Administrative Services representation.

Rationale: At the present time, Administrative Services does not have any representation on the Program Review Committee. Increasing the membership would bring additional and necessary expertise to the committee. These new members would be assigned as liaisons to both academic and student services program reviews following the established procedure. Program review materials and training will be provided.

Recommendation #4

It is recommended that the Program Review Committee provide lead writer training to staff selected by their Administrative Services units.

Rationale: Selected lead writers will be invited to attend the Lead Writer training offered each fall semester. In addition, the Program Review Committee will provide other orientations and workshops required to introduce the process to the administrative lead writers.

Recommendation #5

It is recommended that the Dean of Instructional Services, Resource Development and Research (Dean) and the Campus-Based Researcher (CBR) work with Administrative Services units to determine the appropriate research data needed by each to support the program review.

Rationale: The Dean and CBR will assist Administrative Services with the type and frequency of data required to respond to the program review questions. In some instances, if this data is not available and needs to be collected, goals containing plans of action will be developed.

Recommendation #6

It is recommended that the program review findings for Administrative Services be incorporated into the two (2) annual reports presented to the Academic Affairs Committee and President's Cabinet.

Rationale: The content of the Program Review Committee was approved by the Academic Affairs Committee in December 2002. (please see Appendix B, page 28)