# **ACACEMIC COMPREHENSIVE PROGRAM REVIEW**

## **Section 1 – Identification**

* 1. Program Review Level (1, 2, or 3):
  2. Program or Unit Name:
  3. Designator:
  4. Name of Program Review Lead:
  5. Program Review Lead Email Address:
  6. Names of Program Review Contributors:
  7. School/Unit:
  8. Name of Dean or Direct Supervisor:
  9. Division:

## **Section 2 – Information about the Program**

2.1 List each degree and/or certificate offered by your program and its corresponding:

(a) Major code

(b) Current number of students declared in the major code

(c) Number of students who have completed the program in the last 5 years

|  |  |  |  |
| --- | --- | --- | --- |
| Degree Title/ Certificate | Major Code | # of Student Declared in the Major Code | # of Students Who have Completed the Program in the Last 5 years |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Click on the plus sign to the left of the row to add additional rows as needed.

2.2 For articulation purposes and standards of recency courses should be reviewed at least every five years. List each course offered by your discipline, within the program(s), and the:

(a) Course catalog number

(b) Date of last approval for activation, modification, or inactivation of the Course Outline

(c) Year for next review, modification or inactivation

|  |  |  |
| --- | --- | --- |
| Course catalog number | Date of last approval for activation, modification, or inactivation of the Course Outline (mm/dd/yyyy) | Year for next review, modification or inactivation |
|  |  |  |
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|  |  |  |

Click on the plus sign to the left of the row to add additional rows as needed.

## **Section 3 – Alignment with the District's Mission and Strategic Plan**

3.1 Review the district's Mission and Strategic Plan. Discuss with your team and briefly describe how your program or unit helps the district achieve its mission and the goals/objectives of the Strategic Plan.

3.2 Check the box next to any objective in the Strategic Plan you feel your program contributes to:

1A - Support student access initiatives

1B - Build a sustainable base of enrollment

1C - Support outreach, enrollment management, and career exploration

1D - Minimize barriers to application and enrollment

1E - Increase connections to and awareness to SWC

2A - Support student success initiatives

2B - Prioritize resources to maximize completion

2C - Support completion of transfer-level math and English

2D - Support review of workforce development programs

3A - Prioritize resources to help faculty

3B - Expand participation in professional development

3C - Support assessment and use of disaggregated data

4A - Expand services to small businesses

4B - Leverage SWC workforce development programs

4C - Expand community and industry partnerships

4D - Communicate advantages of attending SWC

5A - Cultivate inclusive, equity-focused, anti-racist culture

5B - Plan for capital needs to improve infrastructure

5C - Optimize course scheduling

5D - Focus budget processes on ensuring fiscal stability of the District

5E - Coordinate efforts related to grant and economic program development

3.3 Does your program or unit have its own mission statement? If so, enter it. If not, consider developing one with your team to help focus and align your work to the district’s mission.

## **Section 4 – Data Analysis**

To respond to questions in this section, please review data provided in the Program Review Dashboard (Note: Under development and link to be provided). Please note that some questions may also include a link to an additional source (e.g., Institution-Set Standards Dashboard).

**4.1 Course Enrollment**

(a) What is your program's course enrollment trend over time (e.g., increasing, decreasing, constant) and how does it compare to the institution's overall enrollment trend?

*Note: Comparing your enrollment trend to the institutions could consist of comparing annual percentage increase/decreases or simply comparing the general pattern of increases/decreases in enrollment counts.*

(b) If you have been provided with fill rate targets, have you consistently met them? If not, please explain.

**4.2 Course Success**

(a) Please write 1-2 sentences describing your program's course success rate over time.

(b) Is your program's course success rate higher or lower than the institution-set standard (ISS) minimum course success rate? Is it higher or lower than the ISS aspirational course success rate?

*Note: The ISS minimum and aspirational course success rates for SWC can be found on the* [*Institution-Set Standard Dashboard*](https://public.tableau.com/app/profile/southwesterncollege/viz/InstitutionSetStandardsDashboardver310_17_2024/InstitutionalSetStandards)*.*

*If your course success rate falls below the ISS minimum standard, consider setting a program review goal to bring it up to or above the standard in a reasonable amount of time.*

**4.3 Majors**

What is the trend in your program's number of declared majors and how does it compare over time to the institution's overall student headcount trend?

*Note: Comparing your declared majors trend to the institution's headcount trend could consist of comparing annual percentage increase/decreases or simply comparing the general pattern of increases/decreases in headcount.*

**4.4 SLO/PSLO**

Which of your PSLOs, if any, fell below the satisfactory performance threshold (85%) for two or more consecutive years?

*See PSLO Dashboard for your program-level student learning outcomes (SLOs). If PSLO data is not available for your program, review course SLOs (CSLOs) for courses within your program.*

*Note: If the PSLO rate in the most recent year fell below the satisfactory performance threshold, consider setting a program review goal to bring it up to or above the threshold in a reasonable amount of time.*

**4.5 Awards (associate and /or certificates, as applicable)**

(a) What is the trend in the **number of awards** granted by your program over time and how does it compare to the trend in the number granted by the institution overall?

*Note: Comparing your awards trend to the institution's awards trend could consist of comparing annual percentage increase/decreases or simply comparing the general pattern of increases/decreases in awards granted.*

(b) Please write 1-2 sentences describing your program's trend in the 3-year **graduation rate** over time.

(c) Please write 1-2 sentences describing your program's trend in the time it takes to earn a degree (time-to-degree).

(d) Did your program offer all required courses within the last two years? If not, please explain.

**4.6 Transfer Trends (applicable for programs intended for transfer)**

(a) What is the trend in the **number of transfers** to a four-year institution for your program over time (e.g., increasing, decreasing, constant) and how does it compare to the institution's overall trend in number of transfers?

*Note: Comparing your transfers trend to the institution's transfers trend could consist of comparing percentage increase/decreases or simply comparing the general pattern of increases/decreases in transfers.*

(b) Please write 1-2 sentences describing the trend in **transfer rate** within your program, over time (increasing, decreasing, or constant).

**4.7 Equity (Modality, Location, Race/Ethnicity)**

(a) What trend(s), if any, do you see when reviewing the data under each metric above by modality (e.g. face to face, online, hybrid, etc.)? Is there any pattern that should be addressed when considering modality data across all metrics?

(b) What trend(s), if any, do you observe when reviewing the data under each metric above by location (e.g. Chula Vista campus, HECs)? Is there a pattern that should be addressed when considering location data across all metrics?

(c) What trend(s), if any, do you observe when reviewing the data by race/ethnicity under each metric? Is there a pattern that should be addressed when considering race/ethnicity data across all metrics?

*NOTE: Trends in race/ethnicity may be based on reviewing performance of students from a specific race/ethnicity over time for changes and/or comparing performance data for students from a specific race/ethnicity under a select metric to the overall institutional enrollment data for that same group. For example, when reviewing course success data, it may be appropriate to review performance by students from each race/ethnicity over time to identify increases or decreases. When reviewing enrollment data, it may be appropriate to compare the percentage by race/ethnicity of the students enrolled in your program to the percentage of overall institutional enrollment.*

**4.8 Other Student Outcomes (Optional)**

(a) Optional: Please write 1-2 sentences describing your program's trend in the number of units students complete prior to earning a degree (units-to-degree).

(b) Optional: Please write 1-2 sentences describing your program's trend in selected employment outcomes (e.g., job placement rates, licensure exam pass rates, median earnings, etc.).

**4.9 Overall Findings/Conclusions**

Based on the above data analyses, please identify:

1. Three (3) strengths within your program.

1. Potential opportunities for improvement within your program and, if applicable, plans to address those opportunities. Specifically consider any equity concerns identified when you reviewed disaggregated data.

## **Section 5 – Goal Review and Progress Assessment**

In this section, you’ll review the goals set in your most recent program review and assess progress. We’ll ask about new goals or how you’d like to revise your previous goals, if needed, later.

5.1 Goal 1: [Automatically populate first goal in last program review here…]

(a) Check the box that applies to your current progress toward achieving this goal:

Met  In-Progress  Not Started  Discontinued

(b) Explain your reasons for checking the box you selected. If applicable, refer to your data analysis in Section 4 above to support your response.

*Note: Questions above will repeat for additional goals from the most recent program review. Questions below will not repeat by goal and are only asked once.*

For Questions 5.2-5.6 below, please respond considering the time frame since completion of your last Academic Comprehensive Program Review:

5.2 Did your program or unit receive any resources requested related to your goals and how did that make a difference?

5.3 What future trends or anticipated changes in your field are likely to have an impact on your program or unit’s ability to accomplish its goals? What support might you need to address them?

5.4 Optional: To help achieve your goals, did your program or unit undertake any efforts that were particularly effective? Were any particularly ineffective?

5.5 Optional: What effects have changes or improvements (e.g., AB 91, AETA, course scheduling/phased rollout) throughout the district had on your program or unit accomplishing its goals?

5.6 Optional: What effects have external factors, such as safety requirements (e.g., pandemic) and state laws (e.g., AB 705), had on the ability of your program or unit to accomplish its goals?

## **Section 6 – Collaboration**

6.1 Please describe the processes or approaches your program or unit uses to collaborate internally.

For example, does your program or unit:

* Conduct regular discussions and take actions that support program improvements?
* Create an environment that embraces equity, diversity, inclusion, and belonging/welcoming (EDIB)?
* Actively build trusting relationships with each other?
* Have a process for decision-making that is open to collaborative input from the team?

6.2 Please describe the processes or approaches your program or unit uses to collaborate externally.

For example, does your program or unit:

* Collaborate effectively with other District programs or units as needed to do your work?
* Regularly incorporate student perspectives as a key strategy for improving your work?
* Collaborate with the community-at-large when appropriate?

6.3 What are your most important next step(s) following the discussion and responses in this section?

## **Section 7 – Professional Development**

7.1 Explain how your program or unit provides appropriate opportunities for continued professional learning and growth?

For example, how does your program or unit:

* Define appropriate opportunities for continued professional learning and growth
* Identify and make these opportunities available to your members
* Support member participation in appropriate professional development and become a resource to others (e.g., teach skills, help problem solve, etc.)

7.2 What professional learning is needed to help your program or unit achieve its goals?

7.3 What are your most important next step(s) following the discussion and responses in this section?

## **Section 8 – Operations**

8.1 Does your program or unit have enough employees to support and sustain educational services and improve student success? If not, please explain.

8.2 Does your program or unit have adequate physical resources (e.g., equipment, facilities, etc.) to sustain educational services and operational functions? If not, please explain.

*NOTE: If there is a safety concern regarding physical resources, please immediately submit a General Maintenance Request in Service Now under Facilities, Operations, and Planning and specifically identify the concern as safety related.*

8.3 Does your program or unit have adequate technology resources to sustain educational services and operational functions? If not, please explain.

## **Section 9 – Goals, Activities, and Resource Requests**

In the next section, you may revise your unit’s existing goals, add new goals, and/or choose to continue with the same goals you currently have. Whether to add new goals or revise your unit’s existing goals should be based on the analysis you’ve done so far.

For example, you may choose to revise or add goals based on the opportunities and plans you identified after reviewing your data in Section 4, You may choose to revise or add goals based on your assessment of your progress toward your existing goals in Section 5. Similarly, you may choose to revise or add goals based on the analysis of how you collaborate in Section 6, your needs for professional development from Section 7, or the operational needs you listed in Section 8.

Remember that your goals must align with the District’s strategic plan and help the District fulfill its Mission.

9.1 **Goal #1**

a) What type of goal are you entering or updating?  New Continuing

Completed  Discontinued

b) Is it a goal related to Continuing Education?  Yes  No

c) What strategic plan objective does it align with? (Choose one)

1A - Support student access initiatives

1B - Build a sustainable base of enrollment

1C - Support outreach, enrollment management, and career exploration

1D - Minimize barriers to application and enrollment

1E - Increase connections to and awareness to SWC

2A - Support student success initiatives

2B - Prioritize resources to maximize completion

2C - Support completion of transfer-level math and English

2D - Support review of workforce development programs

3A - Prioritize resources to help faculty

3B - Expand participation in professional development

3C - Support assessment and use of disaggregated data

4A - Expand services to small businesses

4B - Leverage SWC workforce development programs

4C - Expand community and industry partnerships

4D - Communicate advantages of attending SWC

5A - Cultivate inclusive, equity-focused, anti-racist culture

5B - Plan for capital needs to improve infrastructure

5C - Optimize course scheduling

5D - Focus budget processes on ensuring fiscal stability of the District

5E - Coordinate efforts related to grant and economic program development

d) Enter a goal for your program or unit, or update an existing goal: (300 character limit)

9.2 Activities

a) Enter an activity you plan to pursue to accomplish your goal: (1200 character limit)

b) Explain how this activity will support accomplishing your goal: (1200 character limit)

c) How will the activity be assessed to determine if it was successful? (700 character limit)

9.3 **Resource Requests (if needed to perform activity)**

a) Enter a resource request needed to perform the activity you plan to pursue:

b) What budgeting category does this request belong in? Choose an item.

c) Enter the resource request contact:

d) Explain why this resource request is needed to perform the activity. Include any options you have pursued to obtain the needed resources from outside program review and the result: (1000 character limit)

e) Is this resource instructional or non-instructional? Choose an item.

f) Will this resource request be on-going or a one-time request? Choose an item.

g) Enter the estimated cost of this resource (mandatory):

h) If there will be on-going costs, enter the estimated on-going cost of this resource (mandatory if there is an on-going cost):      

If you would like to add or edit an additional goal (up to three (3), please click on arrow next to Goal # below. If you would like to add more than three (3) goals, please copy and paste Sections 9.1 - 9.3 above into a new document.

**Add Goal #2**

a) What type of goal are you entering or updating?  New Continuing

Completed  Discontinued

b) Is it a goal related to Continuing Education?  Yes  No

c) What strategic plan objective does it align with? (Choose one)

1A - Support student access initiatives

1B - Build a sustainable base of enrollment

1C - Support outreach, enrollment management, and career exploration

1D - Minimize barriers to application and enrollment

1E - Increase connections to and awareness to SWC

2A - Support student success initiatives

2B - Prioritize resources to maximize completion

2C - Support completion of transfer-level math and English

2D - Support review of workforce development programs

3A - Prioritize resources to help faculty

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5D - Focus budget processes on ensuring fiscal stability of the District

5E - Coordinate efforts related to grant and economic program development

d) Enter a goal for your program or unit, or update an existing goal: (300 character limit)

9.2 Activities

a) Enter an activity you plan to pursue to accomplish your goal: (1200 character limit)

b) Explain how this activity will support accomplishing your goal: (1200 character limit)

c) How will the activity be assessed to determine if it was successful? (700 character limit)

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b) What budgeting category does this request belong in? Choose an item.

c) Enter the resource request contact:

d) Explain why this resource request is needed to perform the activity. Include any options you have pursued to obtain the needed resources from outside program review and the result: (1000 character limit)

e) Is this resource instructional or non-instructional? Choose an item.

f) Will this resource request be on-going or a one-time request? Choose an item.

g) Enter the estimated cost of this resource (mandatory):

h) If there will be on-going costs, enter the estimated on-going cost of this resource (mandatory if there is an on-going cost):

**Add Goal #3**

a) What type of goal are you entering or updating?  New Continuing

Completed  Discontinued

b) Is it a goal related to Continuing Education?  Yes  No

c) What strategic plan objective does it align with? (Choose one)

1A - Support student access initiatives

1B - Build a sustainable base of enrollment

1C - Support outreach, enrollment management, and career exploration

1D - Minimize barriers to application and enrollment

1E - Increase connections to and awareness to SWC

2A - Support student success initiatives

2B - Prioritize resources to maximize completion

2C - Support completion of transfer-level math and English

2D - Support review of workforce development programs

3A - Prioritize resources to help faculty

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5D - Focus budget processes on ensuring fiscal stability of the District

5E - Coordinate efforts related to grant and economic program development

d) Enter a goal for your program or unit, or update an existing goal: (300 character limit)

9.2 Activities

a) Enter an activity you plan to pursue to accomplish your goal: (1200 character limit)

b) Explain how this activity will support accomplishing your goal: (1200 character limit)

c) How will the activity be assessed to determine if it was successful? (700 character limit)

9.3 **Resource Requests (if needed to perform activity)**

a) Enter a resource request needed to perform the activity you plan to pursue:

b) What budgeting category does this request belong in? Choose an item.

c) Enter the resource request contact:

d) Explain why this resource request is needed to perform the activity. Include any options you have pursued to obtain the needed resources from outside program review and the result: (1000 character limit)

e) Is this resource instructional or non-instructional? Choose an item.

f) Will this resource request be on-going or a one-time request? Choose an item.

g) Enter the estimated cost of this resource (mandatory):

h) If there will be on-going costs, enter the estimated on-going cost of this resource (mandatory if there is an on-going cost):

**Add Resource Request to Goal #1**

9.3 **Resource Requests (if needed to perform activity)**

a) Enter a resource request needed to perform the activity you plan to pursue:

b) What budgeting category does this request belong in? Choose an item.

c) Enter the resource request contact:

d) Explain why this resource request is needed to perform the activity. Include any options you have pursued to obtain the needed resources from outside program review and the result: (1000 character limit)

e) Is this resource instructional or non-instructional? Choose an item.

f) Will this resource request be on-going or a one-time request? Choose an item.

g) Enter the estimated cost of this resource (mandatory):

h) If there will be on-going costs, enter the estimated on-going cost of this resource (mandatory if there is an on-going cost):

**Add Resource Request to Goal #2**

9.3 **Resource Requests (if needed to perform activity)**

a) Enter a resource request needed to perform the activity you plan to pursue:

b) What budgeting category does this request belong in? Choose an item.

c) Enter the resource request contact:

d) Explain why this resource request is needed to perform the activity. Include any options you have pursued to obtain the needed resources from outside program review and the result: (1000 character limit)

e) Is this resource instructional or non-instructional? Choose an item.

f) Will this resource request be on-going or a one-time request? Choose an item.

g) Enter the estimated cost of this resource (mandatory):

h) If there will be on-going costs, enter the estimated on-going cost of this resource (mandatory if there is an on-going cost):

**Add Resource Request to Goal #3**

9.3 **Resource Requests (if needed to perform activity)**

a) Enter a resource request needed to perform the activity you plan to pursue:

b) What budgeting category does this request belong in? Choose an item.

c) Enter the resource request contact:

d) Explain why this resource request is needed to perform the activity. Include any options you have pursued to obtain the needed resources from outside program review and the result: (1000 character limit)

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f) Will this resource request be on-going or a one-time request? Choose an item.

g) Enter the estimated cost of this resource (mandatory):

h) If there will be on-going costs, enter the estimated on-going cost of this resource (mandatory if there is an on-going cost):