**This Comprehensive Academic Program Review template is a resource for the creation of your program review. Actual submission will be through the** [**Program Review Application (App)**](https://jag.swccd.edu/pr/default) **in the MySWC portal. Information typed into this form can be copied and pasted to the app.**

**Comprehensive Academic Program Review**

**for Credit and Noncredit Courses/Programs**

# Section I: Program Identification

|  |  |
| --- | --- |
| **Program Level:** | **3** |
| **Program Name:** |  |
| **Program Designator:**  [*See APR Designator List*](https://www.swccd.edu/administration/institutional-program-review/_files/apr-designator-list-final-sep-2021-v3.pdf) |  |
| **Name of Program Review Lead:** |  |
| **Email Address of Program Review Lead:** |  |
| **Names of Program Review Contributors:** |  |
| **School:** |  |
| **Name of School Dean:** |  |
| **Date of School Program Review Meeting:** *Scheduled by School Dean* |  |
| **Division:** | **VPAA** |
| **Year of Last Comprehensive Program Review:** |  |

# Section 2: Add or Edit Goals and Activities

## Goal #1

What type of goal are you entering or editing?

* 1. New
  2. Continuing
  3. Modified
  4. Discontinued

Is this a Continuing Education goal? (If you selected “Yes” your goal will be shared with the Director of Continuing Education & Special Projects)

Yes No

What institutional goal does your goal align with?

There are 14 institutional goals identified for the purpose of Program Review:

Institutional Goal Source of Goal

1. Reduce or eliminate equity gaps Vision for Success & Student Equity Plan
2. Increase completions Vision for Success & Student Equity Plan
3. Increase transfers Vision for Success & Student Equity Plan
4. Reduce average units taken to obtain associate degree Vision for Success
5. Increase CTE students working in field of study Vision for Success
6. Increase application to enrollment rate Student Equity Plan
7. Increase fall to spring retention Student Equity Plan
8. Increase completion of transfer-level math and English Student Equity Plan
9. Increase community connectivity and impact Governing Board
10. Redesign instruction and student services Jaguar Pathways Reforms
11. Redesign student orientation and onboarding Jaguar Pathways Reforms
12. Redesign placement policies and teaching practices Jaguar Pathways Reforms
13. Redesign educational and career pathways Jaguar Pathways Reforms
14. Increase institutional effectiveness Superintendent/President

**Note**: Institutional goals 2-9 also have been adopted as the goals of the Division of Academic Affairs.

Enter a goal (i.e. department/program/unit goal)

|  |
| --- |
|  |

Enter an activity to accomplish your goal

|  |
| --- |
|  |

Enter the activity explanation/justification

|  |
| --- |
|  |

Describe how this activity will be assessed

|  |
| --- |
|  |

If you would like to add or edit an additional goal, please click on arrow next to Goal #2 below

## Goal #2

What type of goal are you entering or editing?

* 1. New
  2. Continuing
  3. Modified
  4. Discontinued

Is this a Continuing Education goal? (If you selected “Yes” your goal will be shared with the Director of Continuing Education & Special Projects)

Yes No

What institutional goal does your goal align with?

There are 14 institutional goals identified for the purpose of Program Review:

Institutional Goal Source of Goal

1. Reduce or eliminate equity gaps Vision for Success & Student Equity Plan
2. Increase completions Vision for Success & Student Equity Plan
3. Increase transfers Vision for Success & Student Equity Plan
4. Reduce average units taken to obtain associate degree Vision for Success
5. Increase CTE students working in field of study Vision for Success
6. Increase application to enrollment rate Student Equity Plan
7. Increase fall to spring retention Student Equity Plan
8. Increase completion of transfer-level math and English Student Equity Plan
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13. Redesign educational and career pathways Jaguar Pathways Reforms
14. Increase institutional effectiveness Superintendent/President

**Note**: Institutional goals 2-9 also have been adopted as the goals of the Division of Academic Affairs.

Enter a goal (i.e. department/program/unit goal)

|  |
| --- |
|  |

Enter an activity to accomplish your goal

|  |
| --- |
|  |

Enter the activity explanation/justification

|  |
| --- |
|  |

Describe how this activity will be assessed

|  |
| --- |
|  |

If you would like to add or edit an additional goal please click on arrow next to Goal #3 below

## Goal #3

What type of goal are you entering or editing?

* 1. New
  2. Continuing
  3. Modified
  4. Discontinued

Is this a Continuing Education goal? (If you selected “Yes” your goal will be shared with the Director of Continuing Education & Special Projects)

Yes No

What institutional goal does your goal align with?

There are 14 institutional goals identified for the purpose of Program Review:

Institutional Goal Source of Goal

1. Reduce or eliminate equity gaps Vision for Success & Student Equity Plan
2. Increase completions Vision for Success & Student Equity Plan
3. Increase transfers Vision for Success & Student Equity Plan
4. Reduce average units taken to obtain associate degree Vision for Success
5. Increase CTE students working in field of study Vision for Success
6. Increase application to enrollment rate Student Equity Plan
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13. Redesign educational and career pathways Jaguar Pathways Reforms
14. Increase institutional effectiveness Superintendent/President

**Note**: Institutional goals 2-9 also have been adopted as the goals of the Division of Academic Affairs.

Enter a goal (i.e. department/program/unit goal)

|  |
| --- |
|  |

Enter an activity to accomplish your goal

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Enter the activity explanation/justification

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| --- |
|  |

Describe how this activity will be assessed

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| --- |
|  |

# Section 3: Add or Edit Resources

## Add Resource Request to Goal #1

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in? Please click [here](https://www.swccd.edu/administration/institutional-program-review/program-review-budget-development-and-prioritization.aspx) to see list of categories

|  |
| --- |
|  |

Enter the resource request contact

|  |
| --- |
|  |

Enter the rationale for this resource request

|  |
| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

Will this resource request be on-going or one time?

|  |
| --- |
|  |

Enter the estimated cost of this resource (mandatory) \*\*

|  |
| --- |
|  |

Enter the estimated on-going cost of this resource \*\*

|  |
| --- |
|  |

\*\* Cost estimates in the form of a written quote, electronic shopping cart, or other firm cost documentation must include accurate shipping and sales tax amounts in order for funding to be accurate. Insufficient budgeted amounts that are the result of an inaccurate quote or failure to include shipping and sales tax will need to be backfilled by the area budget manager.

**If you would like to add an additional resource, please click on arrow next Add Resource Request to Goal #1 below**

## Add Resource Request to Goal #1

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in?

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| --- |
|  |

Enter the resource request contact

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| --- |
|  |

Enter the rationale for this resource request

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| --- |
|  |

Is this resource instructional or non-instructional?

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| --- |
|  |

Will this resource request be on-going or one time?

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Enter the estimated cost of this resource

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| --- |
|  |

Enter the estimated on-going cost of this resource

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| --- |
|  |

If possible, provide a quote or link to price of resource request.

## Add Resource Request to Goal #2

What if the name of this resource request?

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| --- |
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What category does this request belong in?

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|  |

Enter the resource request contact

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|  |

Enter the rationale for this resource request

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| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

Will this resource request be on-going or one time?

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| --- |
|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

Enter the estimated on-going cost of this resource

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| --- |
|  |

If possible, provide a quote or link to price of resource request.

## Add Resource Request to Goal #2

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in?

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| --- |
|  |

Enter the resource request contact

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| --- |
|  |

Enter the rationale for this resource request

|  |
| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

Will this resource request be on-going or one time?

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|  |

Enter the estimated cost of this resource

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Enter the estimated on-going cost of this resource

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|  |

If possible provide a quote or link to price of resource request.

## Add Resource Request to Goal #3

What if the name of this resource request?

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What category does this request belong in?

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Enter the resource request contact

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|  |

Enter the rationale for this resource request

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| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

Will this resource request be on-going or one time?

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| --- |
|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

Enter the estimated on-going cost of this resource

|  |
| --- |
|  |

If possible, provide a quote or link to price of resource request.

## Add Resource Request to Goal #3

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in?

|  |
| --- |
|  |

Enter the resource request contact

|  |
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|  |

Enter the rationale for this resource request

|  |
| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

Will this resource request be on-going or one time?

|  |
| --- |
|  |

Enter the estimated cost of this resource

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|  |

Enter the estimated on-going cost of this resource

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| --- |
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If possible, provide a quote or link to price of resource request.

# Component II: List of Degrees and Certificates

|  |  |  |  |
| --- | --- | --- | --- |
| Degree Title/ Certificate | Major Code | # of Students Declared in the Major Code | # of Students Who have Completed the Program in the Last 5 Years |
|  |  |  |  |
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**Component III: Course Review**

*As an effective practice, courses should be reviewed at least every five years for articulation purposes and to meet standards of recency.*

|  |  |  |
| --- | --- | --- |
| Catalog Course Number | Date of last approval for activation, modification, or inactivation of Course Outline | Year for next review, modification, or inactivation |
|  |  |  |
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Add rows as needed.

**Component IV: Program Evaluation**

**Mission, Planning, and Student Success**

* How do your programs’ goals support the College District’s overall mission? [Help text: [Review Board Policy 1200: Institutional Mission, Vision, and Values](https://www.swccd.edu/about-swc/mission-and-history.aspx).

* In your program, how have course success and completion and certificate and/or degree completion contributed to meeting relevant Institutional initiatives, such as the Institution-Set Standards, Vision for Success goals, and others? [Explanation text: Relevant initiatives include your program goals, the Strategic Plan, Student Equity Plan, Jaguar Pathways Goals, the District’s Institution Set Standards, Vision for Success goals, and other initiatives. Be sure to include in your analysis any trends you notice in enrollment, completion, and success overall, by mode (face-to-face, online, hybrid), by location (district onsite, community offsite), and by student characteristics (race/ethnicity, gender, etc). You may also include completion in noncredit courses within your program. Use 4-5 years of data to determine trends and/or conclusions. Identify equity gaps using data disaggregated by race/ethnicity. Possible sources of evidence: [Institutional Research online data dashboards](https://www.swccd.edu/administration/institutional-research-and-planning/data-dashboards.aspx), [ISLO/GESLO Reports](https://www.swccd.edu/administration/institutional-research-and-planning/institutional-plans-reports-and-surveys.aspx), PSLO data, and/or Business Objects Reports. To review institutional plans, see the [Institutional Research website](https://www.swccd.edu/administration/institutional-research-and-planning/institutional-plans-reports-and-surveys.aspx).

* Based on your analysis of 4-5 years of success/completion data and enrollment trends, please list any programs under consideration for discontinuance. (Refer to Component II: List of Degrees and Certificates)

[Explanation text: Refer to Component II: List of Degrees and Certificates for specific program codes. Administrative Procedure 4021 provides comprehensive information on the viability, suspension, and discontinuance process and what questions to consider. Add hyperlink to 4021]

**SLOs**

* Describe major findings based on your review of program and /or course student learning outcome data and describe any planned or implemented program improvements based on this data since the last comprehensive program review. [Help text: Review disaggregated data at the PSLO and CSLO levels and use this as evidence to support your findings].

**Changing Conditions in the Field**

* What modifications, if any, have you made to your program in order to respond to changing conditions in your field since the last comprehensive program review cycle?

**Resources**

* Are the faculty and staffing for this program adequate to run the program effectively?

* Are the resources (such as facilities/equipment) adequate to run the program effectively?

**Professional Development**

* Explain how faculty and staff in your program are engaged in professional development. (Optional)