

Guide for Completing the 2015-2016 Program Review Snapshot

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Introduction

Southwestern College's 2015-2016 program review cycle marks a significant change in procedure as we leave behind the "paper and pencil" approach for compiling and documenting information about our programs and move into an electronic format that relies heavily on dropdown menus and conditional logic to guide you through an effective self-evaluation of your program in a way that is meaningful and responsive to our obligations with accreditation standards and institutional effectiveness goals. . In the past, programs and administrative offices completed complex Microsoft Word reports and then email these reports to a supervisor. This new snapshot is completed online and supervisors are provided electronic access to the reports in their areas and given the opportunity to request changes and provide input. Though the new system is intended as a stop-gap system while the Institutional Program Review Committee reviews additional options, we hope you find this new form easier to use and helpful as you evaluate your program effectiveness.

Before You Begin

Prior to beginning to complete the online form, please review a blank copy of the form with your colleagues to get an idea of what your responses should be and what information you'll need. Meeting with faculty and/or staff ahead of time is an effective practice and will make completing the online form easier and more useful. Also, check the Professional Development website for scheduled program review trainings where you can learn about the new process and ask questions of the presenters.

A Word About Goals and SMART Action Steps

In past program review cycles, the term "goal" was used to describe something you wanted to accomplish within your program/unit. This created confusion for some as the term goal is very broad.

The new program review uses the term "action step" to describe a short-term outcome you wish to attempt that can be completed in a 12-24 month period. This is a concrete outcome that is considered SMART:

- **Specific**-state exactly what you wish to accomplish in concrete, tangible terms. Avoid vague statements (e.g. to improve student success).
- **Measurable**-there is a way to concretely measure progress in quantitative ways primarily, or quantitative if appropriate. How you plan to measure should be thought about before establishing an action step in program review.
- **Achievable/Attainable**-Can you realistically achieve this goal in a reasonable time frame? If not, instead consider creating an action step that, once completed, will make your other action steps easier to achieve.
- **Relevant**-Is your action step relevant to the overall mission, priorities, goals, and objectives of the college and your department. If you're not able to see a connection between your action step and larger institutional initiatives, you should review the need for the action step again and why you think its needed.

- ***Time-based or time-bound***—Include a target date in your action plan and, if possible, benchmarks for measuring progress along the way.

An action step is an activity that your department attempts in order to support broader strategic planning priorities, goals, and/or objectives or the action plans of your division, the goals of the Governing Board or Superintendent/President and the mission of the college. Programs determine action steps based on an analysis of student learning outcomes or administrative unit outcomes data and other relevant data, as well as the district's Strategic Plan and your division's action plans.

An action step might need resource requests, but the action step is not itself a resource request. For example, an action step may be to improve ENGL 71 pass rates by 15 percent by Fall 2017, and a resource request to support that step may be to buy iPads for all ENGL 71 students.

This section is also used to document the accomplishment, completion or discontinuance of an action step from a previous program review. Action steps (formerly known as "Goals" in Section 1 of the previous "snapshot" form) should be addressed using this form.

Get the Troops Together

Program review should never be completed in a vacuum by a lone person sequestered in his or her office. The most effective way to complete your review is to take the time with your supervisor and colleagues to discuss the purpose of this self-evaluation, the data that is available regarding your program's outcomes and goals, and resources that are available to you. Program review is the foundation for budget development and it is the self-evaluation and planning performed in program review that leads to resource allocation and improved student success and learning.

Where Do I Find the Forms?

All forms and training information are available on the Institutional Program Review website and the websites for each division responsible for program review. [Click here the for Institutional Program Review website](#)

Let's Get Started!

Section #1 Annual Program Review Snapshot: Program Information (All questions in this section are required)

Most information needed for this section can be found on the [Program Designator List](#). Additional information, such as past comprehensive program reviews and snapshots for your program are available in SharePoint. [Click here for instructions for downloading your documents from SharePoint](#).

Program Review Level

Each program review is assigned a level, which determines your deadline. Your level can be found by reviewing the [Program Designator List](#).

Division

Select the designator for the cabinet-level lead in your area (VPAA, VPSA, VPBFA, Superintendent/President)

Director, Dean, or Supervising Office

Select the designator for the director, dean, or supervisor that supervises your area.

Program Designator

This designator is a specific acronym for your program and will be tied to your action steps throughout this process. Every program review must have a designator.

Name of Program

Choose the name of your program from the dropdown menu. If you do not see your program or have a question, contact rbeach@swccd.edu

Name of Program Review Lead

Type the name of the primary contact for questions about this program review.

Program Review Lead Email Address

Type an email address for the primary contact for questions about this program review.

Names of Program Review Contributors

Please type the names of all faculty/staff involved in the creation of this program review. Use commas to separate their names.

Year of Last Comprehensive Program Review

Choose the academic year in which you submitted your most recent Comprehensive Program Review. You can access past program reviews at the Institutional Program Review Committee's SharePoint site. [Click here for instructions for downloading your documents from SharePoint](#).

Section #2 Action Step #1 Name, Status, and Description

This section is completed after a review of your past goals/action steps from the year prior as well as your data. In the next section, you'll be required to document the data you analyzed in order to create this action step, so reviewing relevant data **before** creating any new action steps or updating ongoing ones is essential. Important things to remember:

- ***Include all goals/action steps from the program review snapshot from last year.*** These should be included and the status updated, even if you include them only to document that they are completed or no longer active.
- ***Action steps are not resource requests.*** For example, an action step may be to improve ENGL 71 pass rates by 15 percent by Fall 2017, and a resource request to support that step may be to buy iPads for all ENGL 71 students.
- ***Base your action steps on data.*** An action step that is created only on anecdotal data or conventional wisdom is hard to justify given the immensity of the issues that confront students and impede their success. Using any and all data available and relevant is an effective practice. Consider the list of data resources as you begin discussing action steps with your colleagues.
 - a. [SWC Mission](#)
 - b. [eLumen](#) (provides course, program, and institutional level outcomes data)
 - c. [SWC Strategic Plan](#)
 - d. [The SWC SOAR Report \(Includes Institution Set Standards and ISLO data\)](#)
 - e. [2014 SWC College Employee Survey](#)
 - f. [SWC Educational Master Plan](#)
 - g. [SWC Facilities Master Plan](#)
 - h. [SWC Technology Plan](#)
 - i. [CA Labor Market Index](#)
 - j. [CCCCO DataMart](#)
 - k. [SWC Data Dashboard](#) (only accessible on campus; best with Firefox and Chrome)
 - l. [Student Success Scorecard](#)
 - m. [SWC Data Resources Website \(for further data resources\)](#)

Note: This section can be repeated up to nine times for a total of 10 Action Steps per program review.

Action Step #1 Action Step Name

Write a brief name for your action plan. This is a brief umbrella term under which all your tasks and resource needs are included. (100 character maximum)

Action Step #1 Description

In this section, describe the action step you hope to accomplish after your analysis of your program data and after consultation with faculty/staff in your area. Remember that an action step may include a series of tasks; however, an action step is not a list of resource needs or purchases. For example, "Buy a new computer" is not an action step. "Improve workplace efficiency by 20% by Spring 2016" is an action step that will be supported by the resource request to "Buy new computers." You can list specific tasks in the description area, but resource requests and purchases to support this action step should be fully explained in the "Resources" section. (500 character maximum)

Action Step #1 Choose a status that most closely describes this action step.

This is a dropdown menu, so pick the response that closest fits the status of your action step.

Action Step #1 Status

Explain more specifically where you are in the process of completing your action step. This info will help you as you review your program review next year. (250 character maximum)

Section #3 Action Step #1 Data Support

This section documents the links between the first action step of your program review and the data you used to create it. The central "data point" in all planning is our college mission. This statement and the supporting strategic planning priorities, goals, and objectives should be considered when creating any action steps at all program review levels.

Also, essential to your data analysis is outcomes assessment, which tells you how well students are able to apply what they've learned after an educational experience (CSLOs, PSLOs, ISLOs) or how well the services we provide them across their experience at Southwestern College have enhanced and support their achievement (AUOs and ISLOs).

Every program review should have outcomes assessment as a component of data review and planning.

Note: This section is built using a conditional logic system. This means when you make a choice, new options appear based on that choice.

Action Step #1 Action Step #1 Student Learning Outcomes (CSLO or PSLO) or Administrative Unit Outcomes Data

Choose "Yes" if the data you're using SLO or AUO data. Choose "No" if your data is from a different source. ***Every program review should have outcomes assessment as a component of data review and planning.***

If you answer YES...

Action Step 1: Student Learning Outcome (CSLO or PSLO) or Administrative Unit Outcome

Type the CSLO, PSLO, or AUO for which you've gathered data and which is relevant to this action step for this program review. Programs that collect SLO and AUO data should make all efforts to create action plans supported by SLO or AUO assessment results. ***If you are not collecting outcomes data, it's essential to follow up with your supervisor to begin this important assessment work.***

Action Step #1: ISLOs

Choose the Institutional Student Learning Outcome or Outcomes that is/are mapped to your SLO or AUO. Consult CurricUNET for outcomes for academic programs and courses or eLumen for student services and administrative services outcomes. You may select more than one ISLO if necessary.

Action Step #1: Data Collection Methodology for your SLO or AUO

Explain how you collected your SLO/AUO data you've used to establish your program review action step. (500 character maximum)

Action Step #1: Findings Based on SLO/AUO Data Analysis

Explain your findings based on your analysis of SLO/AUO data with faculty and staff in your area. These findings or conclusions should lead you to the action step you've described in Section 2. (500 character maximum)

These steps can be repeated once. This allows you to include a total of two SLO/AUOs to support this one action step.

If you answer NO...

Action Step #1: Data and Evidence with Findings (Not SLO/AUO Data)

Describe any data that is NOT SLO/AUO data you used when determining this action step. This might include DataMart data, Labor Market Information, Advisory Committee Recommendations, etc. (1,000 character maximum)

Section #4 Action Step #1 Strategic and Integrated Planning

In this section, you are required to link this action step to Strategic Planning Priorities, Goals and Objectives. These should be the foundational principles behind your action step and help the institution measure how well we are moving forward in these goals by tracking progress of our priorities, goals, and objectives at the program/unit level.

Note: This section is built using a conditional logic system. This means when you make a choice, new options appear based on that choice.

Action Step #1: Strategic Planning Priorities

Select the strategic priorities that are supported by your action step. You may choose more than one. For each Strategic Planning Priority you select, the specific Strategic Planning Goals and Strategic Planning Objective will appear.

You may choose more than one Strategic Planning Goal and more than one Strategic Planning Objective.

Action Step #1: Integrated Planning

Institutional planning documents, such as the Technology Plan or Educational Master Plan, are important resources and should be used when determining program action steps. Please select those planning documents that are directly supported by your program review action step and explain in the field below how this step supports this document. This question requires that you specifically explain the connection.

Action Step #1: Action Step #1: New Resources

This question asks if new resources are needed to support this specific action step.

If you answer "Yes" click "Next" in the corner of your screen. Then you will go to "Section 5: Resource Requests."

If you answer "No", you will begin the process over again with Section 1: Action Step #2.

Section #5 Action Step #1 Resource Requests

Sometimes, additional resources are needed in order to accomplish program action steps. Use this section for identifying what those additional resources may be. Best practice is to consult with your supervisor/director/dean/vice president prior to making a resource request to determine the most viable pathway to secure new resources and what resources you may already have available. ***Each action step may include up to 10 resource requests.***

Action Step #1 Resource Request #1: Challenges

Describe the resource challenges that you face in accomplishing this action step. This is only a description of the problem and not a justification or explanation how this resource will solve the problem. (1000 character maximum)

Action Step #1 Resource Request #1 Category

Choose one category for new resources needed to accomplish your action step. You may choose from one of the following:

- **Major Equipment**
A single item that costs \$5,000 or more for one item (fork lift, ceramics kiln, specimen freezer). Equipment items are not technology items.
- **Minor Equipment**
An item, or a bundle of two or more of the the same item, of instructional or operational equipment that costs \$4,999 or less. Equipment items are not technology items.
- **Facilities**
A renovation of an existing facility, classroom, office space or other area or furniture for a space. This should not include any technological used in the room. (A smart podium is furniture, the computer in it is technology)
- **New Technology**
An item of instructional or operational technology that will not replace an item you currently use (new computers, new software, new servers). New Technology items may be bundled together as one item if all items in the bundle depend on each other to work.
- **Replacement Technology**
An item of instructional or operational technology that replaces an outdated or no longer useful piece of technology you currently. Replacement technology items may be bundled together as one item if all items in the bundle depend on each other to work.
- **Human Resources: Currently unfunded, New Classified Staff/Administrators**
- **Human Resources: Faculty**
- **Uncategorized Needs**
Any one item that does not fit into the other categories.

Action Step #1 Resource Request #1: Name for Resource Request

Provide a brief name for this resource that is clear and easily understood. Limit your name to as few words as possible. (50 character maximum).

Action Step #1 Resource #1 Contact Name

Please provide the name of the person to contact for more information on this specific resource request.

Action Step #1 Resource Request #1:Rationale

Explain how this resource will support your program to complete your action step. This field is limited to 1,000 characters (1,000 character maximum). ***It is strongly suggested that you consult with the Facilities, Operations and Planning office, Institutional Technology Office or your immediate supervisor when determining a rationale for a new resource.*** Consultation will allow you to make the case for the resource need stronger by being aware of existing resources as well as long-term plans at the school or district

level. Standing Committees of the Shared Consultation Council will use this information to prioritize resource needs based on criteria found in the [Institutional Program Review Handbook](#). You can view the handbook by [clicking here](#).

Action Step #1 Resource Request #1: Instructional or Non-instructional

Instructional resources are those resources students use during a classroom and/or learning experience. Non-instructional resources support students indirectly, out-of-the-classroom, and support administrative staff to perform their duties.

Action Step #1 Resource Request #1: Ongoing vs. One-time

Choose whether the costs for this item are only one-time or if it is a recurring expense. One-time only expenses are those that DO NOT have additional costs in outlying years. For example, new software that requires a renewing site license is an ongoing item.

Action Step #1 Resource Request #1: Costs

If possible, estimate the costs associated with this item. ***This question is optional.***

Action Step #1 Resource Request #2

This question asks if additional resources are needed to support this specific action step.

If you answer “Yes” you will be prompted to provide information for your second Resource Request. When finished with all Resource Requests, you will be asked if you wish to add another action step to your program review. If you answer “Yes”, you will begin the process over again with Section 1: Action Step #2.

If you answer “No”, you will begin the process over again with Section 1: Action Step #2.

Each program review may request 10 resources to support each action step. This gives each program review a possible 10 action steps and 100 resource requests.

Final Things To Know

Save Answers and Resume Later

The form allows you to stop working in midstream and resume working later. To save your work, click “Save Answers and Resume Later” at the bottom of your screen. This will generate a URL address. Copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form. Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning. You will also be able to email the link to yourself by submitting your preferred email address and share the link with collaborators if more than one person is working on the form.

Final Submission and Supervisor's Comments

Once your snapshot is submitted, your supervisor will receive a notification and may at that time review the snapshot and make suggestions. However, any changes made due to those suggestions must be made a resubmitted prior to your program review level deadline.

Support

Getting help completing program review is easy. Along with the workshops provided, the Office of Institutional Effectiveness can provide assistance based on your questions. You may also contact the Institutional Program Review and Outcomes Coordinator, 619-421-6700 ext. 5897 or rbeach@swccd.edu.