

Comprehensive Program Review 2008

I. Department Mission

Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? The statement of purpose reflects the college mission and is aligned with the strategic plan.

II. Department Overview

Does the department's analysis of trends in student demographics and achievements accurately reflect the data? Have any issues been identified? The campus was unable to provide the department with comprehensive data for the last 3-4 years in many areas. Nevertheless, there was sufficient information to make some observations and infer trends but such information was not provided. Given the availability of SARS data, some data could have been obtained from that source to document student use of services in Counseling.

III. Vocational Programs

Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? This area was not addressed. Given recent collaborations with workforce development, planning and analysis of curricular progression in Voc Ed programs, and labor demands would assist counselors in meeting student needs.

IV. Curriculum

Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title V course outline updates current? Has adequate analysis of course scheduling been provided?

A well presented analysis was prepared by the PD committee. The course outlines have been updated and SLO's developed but assessment has not been conducted yet. Changes in faculty have caused some concern for quality of instruction and lack of conformity with established SLO's resulting in a delay of the department's assessment.

PD enrollment has changed- PD 20 up and down while enrollment in PD 40 improved somewhat with increases due to summer bridge summer classes.

V. Departmental Engagement

Has the department provided a full description of departmental engagement?

No, limited information provided for some faculty but not all. Some faculty are members of campus committees, IDWG's, etc but information not included.

Other faculty do not appear to engage in the campus community.

VI. Professional Development

Has the department provided a full description of professional development?

Incomplete information provided for faculty/staff participation in conferences, professional associations, off campus meetings and workshops.

VII. Support and Activities

Has the department provided a full description of support needs of the

department? No, while the department provided information related to its need for increased staffing – clerical and counseling, it does not adequately explain staffing losses, and effects on provision of services. Administrative support is sought for conversion of “C” basis position to “D” basis, increased space, and budget resources. Confidential counseling space and adequate ventilation (air conditioning) are also issues.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the

department? Partially, it is clear that the ratio of students to counselors far exceeds Title V suggested standards. The department seeks support for workshop space, updated equipment, and additional budget.

IX. Planning and Budget

Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? While some goals address campus strategic plans, they do not address internal issues related to lack of communication, methods for keeping counselors updated, nor plans for seeking alternate funding. Goals for addressing inadequate staffing tied to action plans are presented.

X. Final Summary by Discipline

Are all items identified as a Major Concern addressed with a goal and action plan?

No, many items marked as major concerns were not addressed in the action plans.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses?

The department was accurate in some areas but did not address major areas- student satisfaction with services, and campus perception of the department's effectiveness in addition to staffing issues.

XII. Recommendations

What recommendations based on your comments do you have for this department?

- Program review was incomplete and provided a limited evaluation. Data could have been obtained from SARS for student appointments to provide the campus community with more accurate information regarding student usage and services provided.
- Need action plans and associated budget requests to support goals for staffing and other issues.
- Dept. needs to meet with PD faculty to ensure conformity with course outline and SLO's.
- Complete assessment of SLO's for Counseling and PD.
- Improve visibility and department reputation by increasing participation in campus committees, and improving student access to services
- Coordinate curriculum for PD with campus outreach efforts
- Investigate and apply for external funding sources for counseling and/or PD