

## 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 mission is consistent with program goals and the campus mission.

### **II. Department Overview**

*Does the department's analysis of trends in student demographics and achievements accurately reflect the data? Have any issues been identified?*

Yes, good analysis of data and enrollment trends. Issues identified related to recruitment and retention of males, and African-American students.

### **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?*

Advisory board not meeting but plans being made to reactivate the group. Plans include concerns about improving retention and graduation rates of EOPS students.

### **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?*

SLO's developed, assessment will begin 2008-09. Leadership changed several times in recent years so department has not begun the process. Currently examining the scheduling of workshops to increase participation.

### **V. Departmental Engagement**

*Has the department provided a full description of departmental engagement?*

This section was partially completed. Some counselors involved in campus committees- Financial Aid, DQ, IDWG's, etc. are not included.

### **VI. Professional Development**

*Has the department provided a full description of professional development?*

This section was partially completed. Need comprehensive information on all counselors including adjuncts for conferences, professional associations, regional meetings, etc.

### **VII. Support and Activities**

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

Yes, support needed to add staff positions and update equipment. Also, the department is affected by the lack of large venues on campus for events, workshops, etc. as are many departments. Since this department offers non-traditional activities, it is affected more often by this lack of large space than other units.

**VIII. Resources: Personnel, Equipment and Facilities**

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

Yes, well described need for clerical support, accounting tech, and outreach staff. Need for confidential office space, large venues for events, and updated equipment.

**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?*

Yes, well thought out and consistent with goals and plans.

**X. Final Summary by Discipline**

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

This section was not completed.

**XI. Department Strengths and Weaknesses**

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

Partially, issues identified regarding communication and need for teambuilding were discussed in challenges but not in weaknesses section.

**XII. Recommendations**

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

- Work on building team spirit and internal communication.
- Increase recruitment efforts for under-represented populations and promote program on campus
- Increase campus involvement via college engagement
- Identify major concerns and develop plans with budget for addressing these issues

- Weaknesses should be addressed with a goal and action plan for each item.
- - Complete missing portions and update sections which were noted as incomplete.