

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?

Yes, consistent with department and college 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?

For the most part, analysis is accurate but missing data in areas. References to student satisfaction but no numbers were provided to give context for evaluation. Specific numbers for students served- White, African-American, Armenian populations not provided. References were made about under-represented populations needing services but no specific groups were listed, nor explanation provided.

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 information appears misleading. One section lists advisory board members and another section lists meetings until fall 2007. In a third section, the department indicates the meetings have not been held for 2 years, with no explanation as to reasons why.

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?

No comprehensive data tables were provided for student usage despite department references that it maintains a separate database and reports info to external sources. Some info provided referencing ethnic/racial groups. Data was also limited to only full service provision, but more data is needed with specifics, unduplicated counts vs. repeat visitations, nature of contact, services rendered, etc.

V. Departmental Engagement

Has the department provided a full description of departmental engagement?

No, the section on strengths mentions staff participation in campus committees but information is not provided in this section.

VI. Professional Development

Has the department provided a full description of professional development?

Yes, staff are fully engaged in staying current and attending off campus meetings and conferences.

VII. Support and Activities

Has the department provided a full description of support needs of the department?
The department seeks more administrative support for its activities, and staff. It proposes a reassignment to Academic Affairs as a means of streamlining reporting lines.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the department?
Yes, the department seeks additional clerical and outreach staff to engage in recruitment efforts. Budget resources for equipment and events are also sought but specifics were not provided.

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?
Goals and initial references to plans appear to be aligned but action plan and budget appear to be missing for each.

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 nor reflected in action plans.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses?
Assessment of strengths adequate but section referencing weaknesses tends to look at others rather than addressing the department's internal issues or areas needing improvement.

XII. Recommendations

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

- Review is incomplete and appears rushed. It is riddled with spelling and grammatical errors. Some statements are unclear as to intent.
- Comprehensive data missing
- Need for SLO assessment
- Advance planning for meetings/ conferences needed
- Need coordination with other departments to improve communication
- Reconvene campus advisory board
- Develop action plans and budget for each goal