

Guidelines for the Merced College Program Review 2016-17

Program reviews are DUE the 1st Friday in September !!!

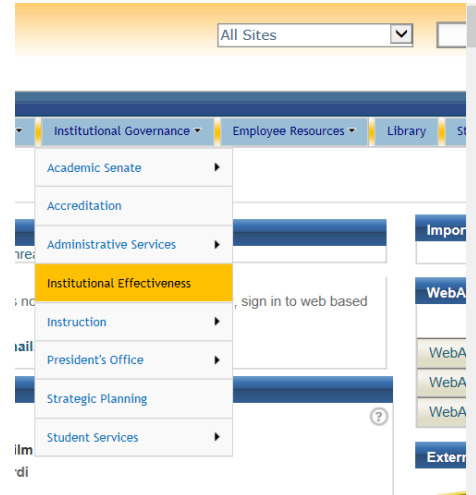
Accessing the Program Review form

1. Log into the MC4Me portal → Institutional Governance → Institutional Effectiveness
2. In the Left box on the Institutional Effectiveness SharePoint site, click on Assessment Reports which will take you to the Assessment Report Libraries page
3. Click on “2016-2017” to view the program review library.

Alternative Method: Click on the Faculty/Staff link on the MCCD Home page → In the Left banner under Related links click on Assessment Overview → Left banner under Forms, click on Program Review Forms.

Either method will take you to this website...

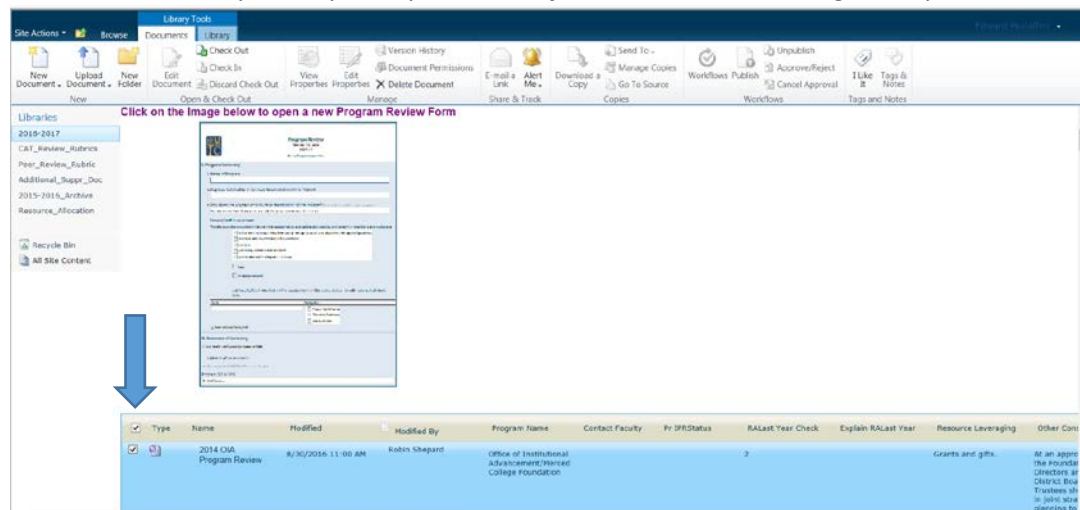
https://mc4me.mccd.edu/IPR/assessment_rprts/20152016/Forms/AllItems.aspx



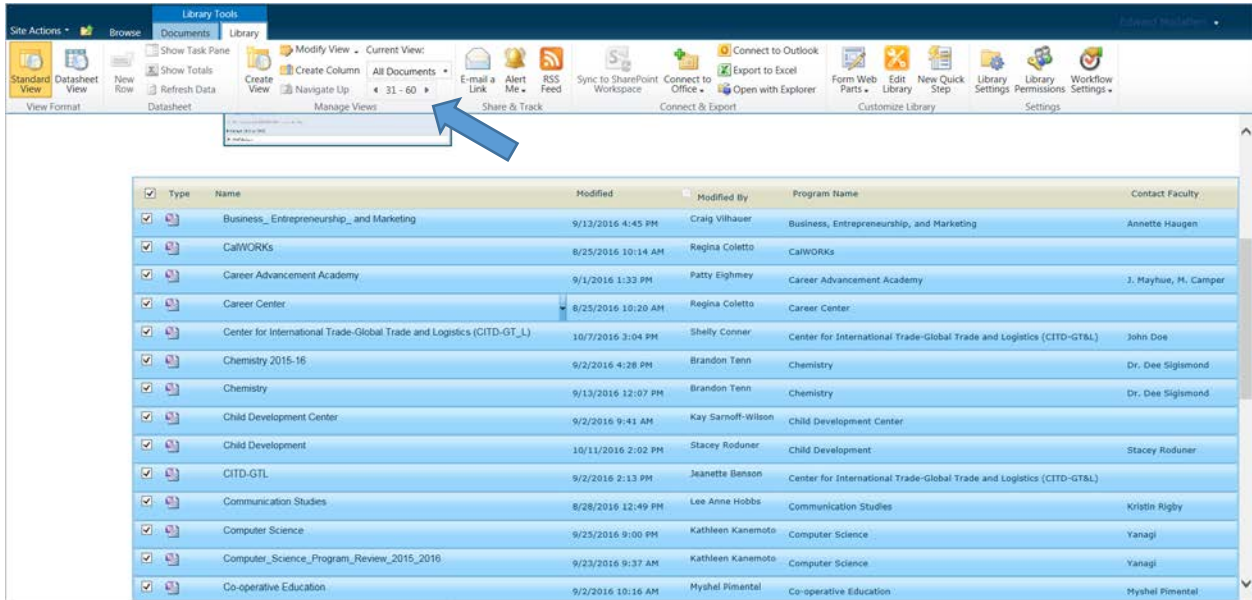
Find your Program review form for 2016-17.

4. The reports in this library have been populated with the information and data you included during the 2015-16 cycle. The files in the 2016-17 library still have the name from last year - so if you included a year in your title, it's probably a good idea to change that for this years reports.

To navigate around in the library, you need to click on the button in the upper left corner of the library, this opens up the **Library Tools** in a banner along the top of the library.



With the library tools you can scroll through all of the reports easier to find the file you need.



- Click on your program review report, and this **should** automatically open up your InfoPath form in your web browser. Note, once you have opened the document it is always a good idea to save it often throughout the process, and don't rely on keeping the document open for days and then saving it later on....YOU WILL LOSE YOUR INFORMATION WHEN THE BROWSER REFRESHES.

Changes to the 2016-17 Program Review forms

NOTE: Most of the information included in the 2015-16 program review has been re-populated.

The white textboxes are set up for faculty and staff to modify or add to last year's information. Text boxes with a gray background are from the 2015-16 program review for faculty and staff to have a reference point for where their program was last year and to reflect on what they wrote. Text boxes with the 2016-17 labels are intended for updates to these specific sections of the program review document.

The following pages highlight additional information relevant to each section of the program review document, and the bold text provides some additional commentary.

Section 1: Program Summary

This section is the same as last year - update and modify as needed

1. Name of program
2. Degrees, Certificates or Services Associated with this Program
3. Program Purpose Statement: How does the program contribute to the mission of the college?
4. Faculty/Staff Involvement

Section II: Assessment Summary

For instructional Areas, use the “Click here to insert Course SLO Assessment data” which opens up question #5, with the course SLO list and assessment status entered last year.

5. Please provide a status update of all course SLO assessments.
6. Means of Assessment (**update any changes**):

The list of your Program SLOs, along with the checkboxes for links to the Institutional SLOs and the Means of assessment should be auto-populated with the information from last year

2015-16 = grayed out with your input from last year to reflect on

2016-17: use the white textbox to describe assessment results from this year.

7. Assessment Data and Results for each PLO/SAO
8. Analysis and Interpretation of Results for each PLO/SAO (include benchmarks).
9. Do your program outcomes represent learning appropriate to the standards of your discipline or profession? (*This may not apply to all service areas.*)
10. Plans for Improvement

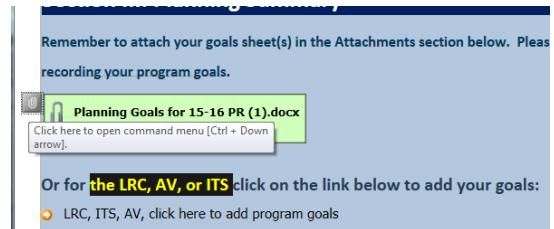
Program Review Data:

New datasets for the 2016-2017 cycle will be available over the summer and can be found at the following link: [Instructional Program Review Data](#)

11. Update trends, if any, identified using the 2016-2017 datasets
12. Are there any factors influencing the student access to services/programs?

Section III: Planning Summary

Planning goals from last year can be downloaded with the document that is already attached to your previous year's program review. The previous one can be removed, or updated and a new version attached for the 2016-17 program review library.



14. Have there been any internal/external changes to this program/department which have had a significant impact on the program's goals and/or effectiveness? If so, please explain.

Resource Allocation

The portion of the 2015-16 program reviews with the resource allocation information is still populated on the InfoPath form. In lieu of filling out this section, we are asking faculty and staff to complete an Excel Spreadsheet available by clicking on the link in the InfoPath form.

[Resource Allocation Requests for 2016-2017 Program Review](#)

****See Appendix A at the end of this document for more information on the spreadsheet

13. Were any of your resource allocation requests fulfilled in the last year?
 - If yes, explain why the item was needed, how it affected student success and how you measured student success related to the requested resource.
14. How is your program leveraging other resources? (**update any changes**):
15. List any resources your students would benefit from having in the LRC. (i.e. books, journals, media, etc. **update any changes**)

IV. Additional Information

16. Is there anything else you would like to be considered in the annual planning document?
(**update any changes**)

Attachments

What documents should be attached to the Program Review InfoPath Form?

1. **Planning goals if they were not attached in the earlier section**
2. **Resource Allocation Spreadsheet for 2016-17 - Please save this file with your Program name in the title**
3. **Additional Information including assessment methodology, results,**
4. **Anything else relevant to the program review itself**

Section V: Document Evaluation

1. Means of Assessment
2. Assessment Data and Results
3. Analysis and Interpretation of Results
4. Plans for Improvement

Similar to last year, we are asking faculty and staff to evaluate their responses for the program assessment sections included on this program review document.

We hope train the CATs and the Area Deans in Fall 2017, allowing them to provide their commentary within the InfoPath for itself.

Appendix A: Resource Allocation Spreadsheet Information

Column	Title	Purpose
A	Program Ranking	rank requests by each program or discipline
B	Resource Category	Drop down lists with the following selections: E-Equipment H-Hourly S-Supplies C-Contract T-Travel/Staff Development W-Software M-Maintenance CF-Contingency Fund
C	Item	Description of the Item
D	Vendor	Provide contact information for the Vendor
E	Quantity or Hours	
F	Cost per Unit	
G	Subtotal Cost	Automatically calculated
H	S & H	Shipping and Handling Costs
I	Subtotal Cost2	Automatically calculated
J	Taxes or Benefits	
K	Total Cost	Automatically calculated
L	Running Total	Automatically calculated as list grows
M	Discipline (list specific discipline, not area)	
N	Accreditation Standard	If possible, identify if this request related to an ACCJC standard
O	Item linked to IMPC Goal?	<u>Drop down list with the following selections:</u> 1. Support professional development 2. Facilities Upgrade 3. Update Technology 4. Supplies for increasing enrollment 5. Increase student internships 6. Staffing 7. Increase Part Time Faculty Pool
P	Institutional SLO, Item related To	<u>Drop down list with the following selections:</u> 1. Communication 2. Computation 3. Cognition 4. Global and Community Consciousness and Responsibility 5. Personal Development and Life-Long Learning
Q	Item in Program Review?	Yes, No or NA – Indicate if item is directly linked to the program review report
R	Program SLO	Indicate the Program Outcome this resource addresses if possible
S	Criteria	<u>Drop down list with the following selections:</u> Safety Compliance Maintain Program Grow Program

Column	Title	Purpose
T	Comment (other justification)	Use this space for any additional information you would like considered with respect to the requested item
U	Contact Person in the Program?	In case further information is needed
V	Area Dean	For ranking and tracking purposes
W	Area Rank	Each Area prioritizes requests
X	IMPC Sub Committee Rank	IMPC prioritizes all requests
Y	VP	For ranking and tracking purposes