To: Dr. Bernard Luskin, President

 Mary Rees, Academic Senate President

From: Dr. Lori Bennett, Executive Vice President of Student Learning

Cc: Iris Ingram, Vice President of Business Service

 Dr. Kim Hoffmans, Dean of Student Learning, EdCAP Co-Chair

 Dr. Lee Ballestero, Professor, EdCAP Co-Chair

Date: January 27, 2014

Subject: Program Evaluation 2014-2015

The Program Evaluation meetings were conducted October 2013 through January 2014. The meetings were chaired by the Executive Vice President with participation of the Vice President of Business Services, Academic Senate President, Institutional Research Coordinator, and each program’s discipline faculty, Department Chair and Division Dean. Completed Program Evaluation forms were sent to the division office for final comments and input from the discipline faculty.

**Program Evaluation**

62 programs were reviewed. For each program,

* Program Planning Data Report and other relevant productivity data were reviewed,
* External/internal scans data were considered,
* Service area productivity data were considered,
* Budget and resource requests were validated against need, and
* Program evaluation criteria, as presented on the EdCap-developed Program Plan Evaluation form, was used to determine each program’s status (*No Action Needed, Strengthen the Program, Reduce the Program, or Review for Discontinuance*).

**Program Status 2014-2015**

Of the 62 programs evaluated:

|  |  |
| --- | --- |
| No Action Needed |  43 programs |
| Strengthen the Program |  19 programs |
| Reduce the Program |  0 programs |
| Review for Discontinuance |  0 programs |

The dialogue during these evaluation sessions included an examination of program strengths and goals. The discussions included campus-wide initiatives, such as improving student success and completion rates, analyzing and assessing student equity and labor market data, SLO assessment and program improvement, program productivity rates, new degrees and certificates, outreach and marketing efforts, monitoring job placement data, building connections across programs and in the community, participation in district-wide initiatives, staffing and workload issues, facility needs. The sessions also included program-specific discussions, based on the unique goals and needs of each program.

The discussions were held with the understanding that the college budget would remain relatively stable over the next year so innovation and increased resource needs may require programs to look for outside funding sources. The discussions also re-confirmed the need for the college to maintain a healthy mix of courses and programs while focusing on the core mission of transfer, career technical education, and basic skills.

The evaluation designations (No Action Needed, Strengthen the Program, Reduce the Program and Review for Discontinuance) align with AP 4021 and the evaluation criteria adopted by the Academic Senate. The Status of “Strengthen the Program’ is a broad and inclusive category. Programs in this category range from those in need of greater staff support to those with low enrollment or completion rates. Supporting comments related to that designation are included in the Program Review Executive Vice President Summary.

Based on the 2014-2015 Program Review, no programs were designated with the Reduce the Program status or the Review for Discontinuance status.

The financial, technology, and human resource requests in the program plans were reviewed. Program resource requests were forwarded to the appropriate committees for review and resource allocation planning. This process creates an immediate linkage of program planning and resources prioritization and allocation through the appropriate governance group.