To:	Julius Sokenu, Acting President
	Nenagh Brown, Academic Senate President

From:	Julius Sokenu, Vice President of Academic Affairs
	Amanuel Gebru, Vice President of Student Support

Cc:	Silvia Barajas, Vice President of Business Services
	Jennifer Kalfsbeek-Goetz, Dean of Student Learning, EdCAP Co-Chair
	Nathan Bowen, Professor, EdCAP Co-Chair

Date:	April 23, 2019

Subject:	Program Evaluation 2018-2019

The Program Evaluation meetings were conducted October 2018 through April 2019. The meetings were co-chaired by the Vice President of Academic Affairs and Vice President of Student Support with participation of the Vice President of Business Services, Academic Senate President, 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. Starting in 2018-2019, programs are routinely reviewed on a three year cycle unless otherwise established by management or requested by the program.

Program Evaluations
23 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 represented 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 2018-2019
Of the 23 programs evaluated:

No Action Needed	0 programs
Strengthen the Program	23 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, and 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 expectation that the college budget would remain relatively stable over the next year so innovation and increased resource needs may require program to look for outside funding sources. Discussions also included the understanding that the college was seeking additional growth opportunities. 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 number of programs given a "Strengthen program" increased due to lack of adequate funding over several years.

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. Status "Strengthen the Program" is a broad and inclusive category. Programs in this category range from those in need of greater staff or facilities support to those with low enrollment or completion rates. Supporting comments related to that designation are included in the Program Review Vice President Summary.

Based on the 2018-2019 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.

Lessons Learned

- ➢ Continue to emphasize programs' focus on disaggregating data for achievement gaps in completion and success rates then identify what is being done based on this data analysis.
- ➢ Need to help programs better connect strategic directions with resource allocation
- ➢ Continue program plan training sessions during FLEX, professional development activities, as well as the individual Institutional Effectiveness trainings for each Program Plan as held this year
- ➢ Continue 3 year cycle for 2019-2020
- ➢ Continue setting 45 minutes for each program plan meeting
- ➢ Maintain current template for 2019-20 in response to feedback from programs
- ➢ Need to review the timeline within an integrated planning approach
- ➢ Need to establish Review process for programs that don't have leadership planning meeting

Trends

Tutoring
- ➢ Need for more course embedded tutors
- ➢ Need for more discipline specific tutors
- ➢ Need for more online tutoring

Computer Labs
- ➢ Need for more computer labs shared across disciplines to accommodate 40+ students
- ➢ Desire for more open labs for student use

Marketing
- ➢ Desire for increased marketing and outreach for college programs

Website
- ➢ Prioritize and fund website redesign

Facilities and Space Limitations
- ➢ Additional space needed for programs
- ➢ Student spaces for community building should be increased

CTE
- ➢ Continue and grow CTE program outreach
- ➢ Increase work-based learning opportunities such as internships

Personnel
- ➢ Multiple and repeat requests for classified and faculty support

Alternate Modes of Delivery
- ➢ Increase in online sections offered
- ➢ Increase in dual enrollment courses offered

Textbook costs
- ➢ Increased need to promote OER
- ➢ Increased need for textbook lending

Program	Course of Action
Biotechnology	Strengthen the Program
Career Transfer Center	Strengthen the Program
Computer Science	Strengthen the Program
Dance	Strengthen the Program
Economics	Strengthen the Program
Emergency Medical Technician	Strengthen the Program
Engineering	Strengthen the Program
Environmental Science	Strengthen the Program
Film Television Media	Strengthen the Program
Geography and Geographic Information Systems	Strengthen the Program
Graphics/Multimedia	Strengthen the Program
Institutional Research	Strengthen the Program
Instructional Technology	Strengthen the Program
International Students	Strengthen the Program
Journalism	Strengthen the Program
Math Center	Strengthen the Program
Music	Strengthen the Program
Optical Technology	Strengthen the Program
Outreach	Strengthen the Program
Photography	Strengthen the Program
Student Activities	Strengthen the Program
Teaching & Learning Center	Strengthen the Program
Veteran Resource Center	Strengthen the Program