

Los Angeles Southwest College

Non-Instruction Program Review

2011-2012

Department/Unit: _____

Initiator: _____

Reviewer 1: _____

Reviewer 2: _____

Date Program Review was completed: _____

Instructions:

- Please answer all relevant areas as thoroughly as possible.
- **IF A PARTICULAR MODULE OR QUESTION DOES NOT APPLY PLEASE INDICATE BY WRITING IN LARGE CAPITAL LETTERS: "NA"**
- The initiator should collaborate with as many department/unit members as possible while completing the review.
- Reviewers should give as much feedback as necessary.

NOTE:

1. A minimum of three (3) objectives should be developed.
2. Timelines for completion should be strictly followed.

WE THE UNDERSIGNED CERTIFY WE HAVE READ THIS PROGRAM REVIEW AND ACCEPT IT AS ADEQUATE AND COMPLETE.

Program Department/Unit Manager/Supervisor

Date

Vice-President or Designee

Date

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TABLE OF CONTENTS

Module One: Response to Demand	3
Students Served (Past 3 yrs.)	3
Student Feedback (Past 3 yrs.).....	4
Significant Relationships with other Departments/Units.....	5
Module Two: Demographics	7
2.1 Ethnicity.....	7
2.2 Age.....	7
2.3 Gender.....	7
Module Three: Program Resources	9
3.1 Physical Facilities	9
3.2 Full-time and Part-time Equivalent Personnel (FTEP).....	9
3.3 Professional and Staff Development Activities & Achievements	10
Module Four: Student Learning Outcomes (SLOs).....	12
4.1 Student Learning Outcomes (SLOs).....	12
Module Five: SWOC	14
Module Six: Previous Year’s Objectives (Most Recent).....	15
Module Seven: 2012-2013 Objectives.....	16
Module Eight: Resource Priority Request for 2012-2013	17
Program Summary	18

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Module One: Response to Demand

Name of Department/Unit	
Dept./Unit Chair/Head	
Dept./Program function & purpose as it relates to the mission of the college	
Client(s) served	

Students Served (Past 3 yrs.)

	2008-2009	2009-2010	2010-2011
Weekday			
Weekend			
Any observed changes and/or trends			

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Student Feedback (Past 3 yrs.)

	2008-2009	2009-2010	2010-2011
Number of Point-of-Service Surveys returned from students			
Number of students who participated in focus groups			
Number of students who participated in interviews			
Number of students who participated in other activities in which students provided feedback to your department/unit			
Feedback from campus-wide surveys pertaining or overlapping with your department/unit (provided by Institutional Research)			
Describe the results of the data accumulated in the above methods.			
Note: If a particular method was not used or data is unavailable for a particular academic year indicate by marking the box (NA)			

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Significant Relationships with other Departments/Units

Department/Unit	Description of Relationship

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Describe the trend in the number of students served, student feedback, and changes in relationship to other departments. *Given the data, what are the implications for your program?*

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Objective for Module One

Write an objective, if applicable, to address the identified trends.

Objective	
Planned Activities	
Individual Responsible	
Start Date	
Method of Evaluation	

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Module Two: Demographics

2.1 Ethnicity

Ethnicity	2008-2009	2009-2010	2010-2011
Asian			
Black/African American			
Hispanic			
Native American			
Pacific Islander			
Caucasian/White			
Other/Unknown			

2.2 Age

Age Group	2008-2009	2009-2010	2010-2011
19 and under			
20-29			
30-39			
40-49			
50+			
Unknown			

2.3 Gender

Gender	2008-2009	2009-2010	2010-2011
Female			
Male			
Unknown			

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Describe the trends ethnicity, age, and gender. *Given the data, what are the implications for your program?*

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Objective for Module Two

Write an objective, if applicable, to address the identified trends.

Objective	
Planned Activities	
Individual Responsible	
Start Date	
Method of Evaluation	

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Module Three: Program Resources

3.1 Physical Facilities

Discuss any needs in facilities, equipment, and/or supplies to support program goals. If requesting additional support, develop an objective.

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3.2 Full-time and Part-time Equivalent Personnel (FTEP)

	2008-2009	2009-2010	2010-2011
Full-time FTEP			
Part-time FTEP			
FTEP - Combined			

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3.3 Professional and Staff Development Activities & Achievements

List the name and position of each staff member in the department/unit. Mark all professional development activities engaged in by each staff member in your program this past year.

Name and Position	Activities (Mark all that apply)	Comments (Optional)
	<input type="checkbox"/> Conferences <input type="checkbox"/> Off-Campus Presentations <input type="checkbox"/> Publications <input type="checkbox"/> Grants <input type="checkbox"/> On-Campus Presentations <input type="checkbox"/> Other	
	<input type="checkbox"/> Conferences <input type="checkbox"/> Off-Campus Presentations <input type="checkbox"/> Publications <input type="checkbox"/> Grants <input type="checkbox"/> On-Campus Presentations <input type="checkbox"/> Other	
	<input type="checkbox"/> Conferences <input type="checkbox"/> Off-Campus Presentations <input type="checkbox"/> Publications <input type="checkbox"/> Grants <input type="checkbox"/> On-Campus Presentations <input type="checkbox"/> Other	
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Discuss how the staffing trends impact the program. Include any need for increasing or reducing program personnel.

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Objective for Module Three

Write an objective, if applicable, to address the identified trends.

Objective	
Planned Activities	
Individual Responsible	
Start Date	
Method of Evaluation	

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Module Four: Student Learning Outcomes (SLOs)

4.1 Student Learning Outcomes (SLOs)

“Student learning outcomes are properly defined in terms of the knowledge, skills, and abilities that a student has attained at the end (or as a result) of his or her engagement in a particular set of higher education experiences.” (From the Council for Higher Education Accreditation (CHEA) September 2003). The 2002 Accreditation Standards were revised to focus on what students have learned as a result of attending college. These are referred to as Student Learning Outcomes or SLOs. The LASC Academic Senate has initiated a process to address this new focus on our campus. Please answer the following questions:

1. List the training for developing SLOs in which personnel in your area have participated, including names of those who attended.

List Any SLOs That Have Been Developed For Your Program

Date Implemented	SLOs	What is the Measurement Used?	Outcome	Use of Outcome for Program Improvement	Date Completed

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Objective for Module Four

Write an objective, if applicable, to address future plans to develop, to assess, and/or to improve Student Learning Outcomes.

Objective	
Planned Activities	
Individual Responsible	
Start Date	
Method of Evaluation	

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Module Five: SWOC

1. Based on your program review, summarize:

- 1. Program **S**trengths:

- 2. Program **W**eaknesses:

- 3. Program **O**pportunities:

- 4. Program **C**hallenges:

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Module Six: Previous Year’s Objectives (Most Recent)

List each of the previous year’s objectives with rank, its current status, and outcome.

Rank	Objective	Status Completed = C In Progress = IP Not Implemented = NI	Outcome If “C” evaluate the result If “IP” evaluate the status and plans for continuation of the objective If “NI” state whether the objective will be pushed to the next year or dropped entirely and the rationale behind the decision

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Module Seven: 2012-2013 Objectives

NOTE: These objectives are for the budgeting year 2012-2013 not 2011-2012

Rank and list all objectives which have been developed in this program review.

Rank	Objective	Planned Activities	Individual Responsible	Start Dates	End Dates

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Module Eight: Resource Priority Request for 2012-2013

NOTE: These resource requests are for the budgeting year 2012-2013 not 2011-2012

Note: All resources requests must be linked to a program objective.

Rank	Resources Requested	Quantity	Program Objective Number which Relates to this Request	Rationale for the Request	Anticipated Total Cost

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Program Summary

Module	Element	Trend	Program Objective (Yes or No)
1	Response to Demand		
2.1	Ethnicity		
2.2	Age		
2.3	Gender		
3.1	Physical Facilities		
3.2	FTEP: Full-time to Part-time		
3.3	Professional and Staff Development Activities and Achievements		
4.1	SLOs		

The mission of Los Angeles Southwest College is to facilitate student success, encourage life-long learning and enrich the life of its diverse community.

- 1. Include any special program accomplishments or achievements.**

- 2. Discuss anything else you would like to share about your program that has not been previously addressed.**

- 3. List a minimum of (3) recommendations for improving the program you would like to see implemented in 2012-2013.**