**Instructional.CTE**

**Comprehensive Program Review (CPR) Questions**

Below are the questions that will be in META for your Comprehensive Program Review. There will be one more assessment question added that will relate to assessment findings prompting resource requests. Other changes will be grammatical adjustments to help with clarity of the question. Otherwise, this is the list of questions you will see in META.

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| **TAB NAME** | **ITEMS/FIELDS IN TAB** |
| Mission Statement/Strategic Goals | **Mission Statement**1. Mission Statements should include the following criteria/questions to ask in the development of your Mission Statement:* + Department/Area Mission Statement aligns with college Mission Statement
	+ Department/Area Mission Statement is student-centered
	+ How does the department define success in terms of the students you serve?

If you already have a Mission Statement statements for your department/area, review it for inclusion of the above items and provide it below. If you do not have a Mission Statement, provide a new Mission Statement below using the above Mission Statement elements. **Strategic Goals**2. Strategic Goals are things the department/area needs to do in order to accomplish their Mission Statement. Strategic goals should:* + Be aligned with Campus Strategic goals and aligned with department mission statement
	+ Define what needs to be done to accomplish the Mission Statement and/or
	+ Define what needs to be done better to accomplish the Mission Statement

If you already have Program Strategic Goals for your department/area, review it for inclusion of the above items and provide it/them below. If you do not have Program Strategic Goals, provide a new Strategic Goals below using the above Strategic Goals elements.Each dept/unit/area strategic goal ask you to align it with a College Strategic Goal and ask if the goal is new, completed, on progress or no longer applicable.**Faculty and/or Staff**3. Indicate all personnel in the department/program/areaFull Time Part Time Student Worker Instructional Aid Other**Facility Usage**4. Describe the current utilization of facilities, including labs and other space. |
| CAREER EDUCATION  | **Career Education**1. Using the [LaunchBoard](https://programreview.azurewebsites.net/#LaunchBoard) what are the job placement rates for your program for the past three years? (What % of your graduates have secured employment in the field within 3 months of leaving the program?). Note: you will need to establish a username and password for the LaunchBoard if you don't already have one. 2. Using the [LaunchBoard](https://programreview.azurewebsites.net/#LaunchBoard) what are the projected job openings in your discipline for the next three years? 3. How is your discipline or program responding with regard to changes in labor market demand? 4. Do you have an industry advisory board in place5. Has your industry advisory board met regularly (at least once per quarter or semester)? 6. Please write a list of your industry advisory board members. 6. Please describe the number of activities and recommendations resulting from advisory committee meetings that have occurred in the past three years. What information was presented that required changes to be made to your program? 7. Does your program require state or national licensing? If yes, please specify. What is your college's set standard passing rate for this exam or license? 8. Do your students participate in other third party certifications? If so, please provide their success rates (include the % of completing students successfully getting certified). 9. Is your program working with a Deputy Sector Navigator? 10. What programs similar to yours exist in the surrounding area or at nearby East bay colleges? (Micro region in LaunchBoard) 11. Please list and briefly describe the grant name, granting agency, and the goals of each grant as it relates to you discipline/department/program. 12. How is your program using Strong Workforce Funds?  |
| Enrollment Trends  | **Enrollment Trends**Dashboard Data links will be in META1. Using the Enrollment Trends dashboard filter to your college and subject area. Reflect on the enrollment trends over the past three years. How does the enrollment trend for your program compare to the overall college trend? What factors could be attributing to this trend? 2. Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement. 3. How is technology used by the discipline, department?4. How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and Distance Education courses?  |
| Curriculum  | **Curriculum**Beginning in Fall 2021, new curriculum being developed and submitted to the Curriculum Committee must be documented in the departments Program Review. This may be specific curriculum as identified by industry need, or general industry trends the department has seen. If you are considering new curriculum, be sure to document it below. 1. Based off of your Strategic Goals, what new courses and/or curriculum does your department plan on developing? Include evidence of need. This may be based off of industry recommendations, industry advising committee approvals, technological advancements, or concrete indicators of need. Also include estimated dates for implementation of new curriculum. Keep in mind that the time from curriculum development to curriculum offering takes at least one year.
2. During Year 3 of the Annual Program Review, your department participated in Curriculum Content Review (CCR), reviewing curriculum for relevancy of content and requisites. The CCR is also where you documented your curriculum updating plan. Do your curriculum updates show that you have been following the plan?
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| Assessment  | AssessmentStudent Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs) are specific, measurable statements of knowledge, skills, abilities, or attitudes students should be able to demonstrate when they complete a course or program. Assessment of SLOs and PLOs should lead to action plans that, when implemented, are intended to lead to continued quality improvement in courses and programs.PlanningIf you have not created an assessment plan, click on the link to download the template. Fill it out according to the instructions in the template and upload it to this program review. If you have already turned in an assessment plan with a previous Program Review, do your assessments listed above show that you have been following the plan? Please explain any changes to the plan that may have occurred, such as changes in SLOs/PLOs. ProcessBest practices for assessment include planning, collaboration, and designating department leads for specific courses or tasks. Describe how your department works together on assessment and any improvements you plan to make to your process. Results and Action Plans (SLOs)What were the most important things your department learned from assessment of SLOs? If implementation of your action plans resulted in better student learning and/or changes in curriculum, briefly explain. Results and Action Plans (PLOs)What were the most important things your department learned from assessment of PLOs? If implementation of your action plans resulted in better student learning and/or changes in curriculum, briefly explain. College Level Participation (multidisciplinary programs)If your department is included in a multidisciplinary program, describe your participation in the assessment of that program. Explain what you learned from the assessment of the program that was applicable to your own discipline. College Level Participation (ILOs)Describe your department’s participation in the assessment of Institutional Learning Outcomes (ILOs). Examples include completion of mapping SLOs/PLOs to ILOs, participation in campus ILO surveys, and/or use of the ILO common rubrics. SupportWhat support does your department need from administrators, assessment coordinators and/or Laney’s Learning Assessment Committee (LAC) to continue to make progress in assessment of outcomes and implementation of action plans? Check all that apply: Help with creating an assessment planHelp with strategizing how to make assessment work for your departmentTraining on how to input data in More full time faculty to help with assessment workFunding to support part time faculty assessment workOther |
| Course Completion  | Course CompletionConsider your course completion rates over the past three years (% of student who earned a grade of "C" or better).Dashboard will be in META1. Use the filters on the top and right of the graphs to disaggregate your program or discipline data. When disaggregatedare there any groups whose course completion rate falls more than 3% points below the discipline average? If so indicate yes and explain what your department is doing to address the disproportionate impact for the group. AgeEthnicityGenderFoster Youth ServicesDisability StatusLow Income StatusVeteran Status2. Consider your course completion rates over the past three years by mode of instruction. What do you observe? 3. How do the course completion rates for your program or discipline compare to your college's Institution-Set Standard for course completion? 4. How do the department's Hybrid course completion rates compare to the college course completion standard? 5. Are there differences in course completion rates between face to face and Distance Education/hybrid courses? If so, how does the discipline, department or program deal with this situation? How do you assess the overall effectiveness of Distance Education/hybrid course? 6. Describe the course retention rates over the last three years. If your college has an Institution-Set Standard for course retention, how does your program or discipline course retention rates compare to the standard? 7. What has the discipline, department, or program done to improve course completion and retention rates?  |
| Degrees & Certificates  | **Degrees & Certificates**Dashboard links in META1. What has the discipline, department, or program done to improve the number of degrees and certificates awarded? Include the number of degrees and certificates awarded by year, for the past three years. 2. Over the next 3 years, will you be focusing on increasing the number of degrees and certificates awarded? 3. What is planned for the next 3 years to increase the number of certificates and degrees awarded?  |
| Engagement  | **Engagement**1. Discuss how faculty and staff have engaged in institutional efforts such as committee’s presentations and departmental activities. Please list the committees that full-time faculty participate in. 2. Discuss how faculty and staff have engaged in community activities partnerships and/or collaborations. 3. Discuss how adjunct faculty members are included in departmental training discussions and decision-making.  |
| Resource Request  | **Resource Request**1. Resource Request Options to choose from:* Personnel
* Professional Development
* Technology
* Facilities
* Library
* Equipment
* Other

If choose “Personnel”, subcategory drop down options:* Classified Staff
* Student Worker
* Part-time Faculty
* Full-time Faculty

If choose “Professional Development”, subcategory drop down options:* Department-wide PD needed
* Individual/Personal PD needed

If choose “Technology and Equipment”, subcategory drop down options:* Software
* Hardware

If choose “Facilities”, subcategory drop down options:* Classrooms
* Offices
* Labs
* Facility Improvement
* Other

If choose “Library”, subcategory drop down options:* Library Materials
* Library Collections
* Library Books, Magazines, and Periodicals

If choose “Equipment, subcategory drop down options:* New equipment
* Equipment Repair
* Upgrade of current equipment

If choose, “Other”, text box opens to write request in1. Which of your programs strategic goals will this personnel request address? 2. How will this resource request help you address the identified strategic goal(s)? 3. What funding category are you requesting this come from?* SSP
* Equity
* Perkins
* Grant
* Instructional Equipment & Library Materials
* Other Funding Category

~~questions 4A and 4B are for Equipment Requests Only~~4A**. For CTE curriculum**, if this equipment request is supporting a new program or class, has your industry advisory committee approved the curriculum**?** **For Instructional curriculum**, if this equipment request is supporting a new program or class(es), have you provided evidence and need for the new curriculum in the Curriculum tab on this Program Review? 4B. Has the curriculum been written for the new class(es) or program? 5. Total Cost  |