**Special Programs/Student Services**

**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.

|  |  |
| --- | --- |
| **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strategic goal ask you to align it with a College Strategic Goal and ask if the goal is new, completed, on progress or no longer applicable.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/area  Full Time Part Time Student Worker Instructional Aid Other  **Facility Usage**  4. Describe the current utilization of facilities, including labs and other space. |
| STUDENTS SERVED | Students Served1. Detail the services provided by your program/service area.2. Reflect on collaboration and engagement with other programs/service areas that have contributed towards student success and meeting program goals.3. Review and reflect your program’s data using the Student Services Dashboard. Describe any significant changes and discuss what the changes mean to your program.4. Detail the completion rates for your program and comment upon it. Do performance gaps exist in the completion rates for disproportionately impacted students, including African-American, Hispanic/Latino, Filipinos/Pacific Islanders, Foster youth, Veterans, and students with disabilities or other groups not listed here? Note: groups whose completion rate is 3% or less than the College completion rate reflect a disproportionate impact.5. If differences exist, please detail the differences and describe the activities your program is making to address the differences. How will your program evaluate the effectiveness of these activities? |
| Assessment | Assessment Service Area Outcomes (SAOs) are specific, measurable statements concerning the fundamental functions of the unit, and the resulting services provided to clients. Your unit may also have Student Learning Outcomes (SLOs), which are specific, measurable statements of knowledge, skills, abilities, or attitudes students should be able to demonstrate when they receive services. Assessment of SAOs and SLOs should lead to action plans that, when implemented, are intended to lead to continued quality improvement in the services provided.  **Planning** Indicate your unit’s assessment plan below, by stating your unit’s SAOs/SLOs (up to three) and when you plan to assess them.Publishing OutcomesIndicate ways the unit ensures that students are aware of learning or service area outcomes. Check all that apply:ProcessBest practices for assessment include aligning your SAOs/SLOs to the college mission and ILOs, planning, collaboration, and designating unit leads for specific tasks.How well does your unit collaborate on assessment, rate 1 – 5 (5 being the ideal)How frequently does your unit meet to discuss assessmentIf any improvements are needed to your assessment process, please describe.Use of Assessment Results and Action PlansWhat were the most important things your unit learned from assessment of SAOs/SLOs? If implementation of your action plans resulted in improved outcomes and/or changes in process, briefly explain. How has assessment informed planning and goal setting in your unit?SupportWhat support does your unit need from administrators and assessment coordinators 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 unitTraining on how to input data in METAOther |
| Degrees & Certificates | **Degrees & Certificates**  Dashboard links in META 1. 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”, 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 in  1. Which of your programs strategic goals will this personnel request address?  2. How will this 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   4. Total Cost |