

Appendix C
Program Review Validation Form and Signature Page

Laney College

Discipline, Department or Program: Communication (COMM)

Part 1: First Level Validation: Assessment of department performance and/or needs in specific areas (to be completed by sections leads and division deans)

Program Review Elements	Validation	Comments
3. Curriculum: To be completed by curriculum committee representative	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>Laney College Goals:</p> <p>#1 Student Success: Develop new and strengthen existing interventions and strategies to increase students' access and success.</p> <p>#2 Accreditation: Ensure a collaborative process to successfully complete the necessary actions that lead to the reaffirmation of Laney College's accreditation on an unconditional (non- warning) status.</p> <p>#3 Assessment: Ensure completion of the Assessment cycle for SLOs and PLOs.</p> <p>#4 Resources: Increase, develop and manage the College's resource capacity in the areas of facilities, technology, personnel, finances and public and private partnerships, in order to advance the quality of education provided.</p> <p>60% of the 5 courses are up-to-date. The 2 courses that need updating are Comm 1A Introduction to Speech and Comm 45 Public Speaking.</p>
4. Assessment To be completed by assessment coordinators	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>Department has made significant progress with assessment. Check in with Assessment Coordinators if need assistance implementing assessment plan for</p>
5. Instruction	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>The program review report is clear, concise and brief. The responses in the report need to be expanded. For example, describe cooperative learning activities and</p>
6. Student Success	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>Student success data were provided. The student success rate is 78%, the retention rate is 86%, with a productivity rate is 19.45. However, there were no</p>
7. Resources	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>The rationale to reduce the capacity of the class to 30 so as to hire another full time faculty is not very convincing.</p>
8. Community, Institutional, and Professional Engagement and Partnerships	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>Department Chair, Angela Smith participated in the following: faculty senate, PAAAA, TRC, PTK, equity Committee, and UBAKA. Cat Brewer presented at Professional Development Day in regards to ILOs.</p>
9. Professional Development	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>Need to discuss professional development needs of the department.</p>
10. Discipline, Department or Program Goals and Activities	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>Although some goals were provided, they do not seemed to be thoroughly thought out. The goals are: to assess SLOs for each course and make adjustments to the curriculum; create and promote outreach in the</p>

Part II. Overall Assessment of the Program Review Report (to be completed by deans).

Review Criteria	Comments:
<p>1. The narrative information is clear and all elements of the program review are addressed.</p> <p>2. Conclusions and recommendations are well-substantiated and relate to the analysis of the data.</p> <p>3. Discipline, department or program planning goals are articulated in the report. The goals address noted areas of concern.</p> <p>4. The resource requests are connected to the discipline, department or program planning goals and are aligned with the college goals.</p>	<p>The program review report is clear, concise and brief. There were many statements with little elaborations. A number of discussions were left blank. There is a statement that said plan to help students but did not say how. Except for a yes that the curriculum is up-to-date, there were no table showing the approval dates.</p>

Part III. Program Review Rating (to be completed by division dean)

Rating	Comments (Required if Improvement Needed)
<input checked="" type="checkbox"/> 1. Accepted Complete the signatures below and submit to the Vice President of Instruction.	
<input type="checkbox"/> 2. Improvement Needed Provide improvement plan that indicates areas in the report that require major revision. Discuss report along with a reasonable timeline for re-submission. Notify the vice president of instruction of the need to re-submit. Please note that program reviews that are late run the risk of not being included in the various resource prioritization processes of the college and the district.	

Improvement Needed Signatures

Discipline, Department or Program Chair (Acknowledgment of Improvement Needed)

Angela Smith/Cat Brewer



5/31/2016

Print Name

Signature

Date

Division Dean

Chuen Chan



2-15-16

Print Name

Signature

Date

