

Appendix C
Program Review Validation Form and Signature Page

Laney College

Discipline, Department or Program: English (ENGL)

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>45.9% of the courses in the English department are up-to-date. 20 out of 37 courses need updating. The department needs to spend the fall semester updating</p>
4. Assessment To be completed by assessment coordinators	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Meets College Goals	<p>Department should check in with Assessment Coordinators for assistance with further planning. Moving forward, the college will need data comparing</p>
5. Instruction	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>A comprehensive program review report. The department aligns its activities very closely with college goals. Suggest that author review and edit some minor</p>
6. Student Success	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>Faculty described student outcomes for the English department in terms of completion and retention rates. Faculty must now take these data, look at what faculty</p>
7. Resources	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>This section discussed the lack of proper projection equipment in the classroom, the lack of smart carts, the poor condition of the furnitures, the broken thermostats,</p>
8. Community, Institutional, and Professional Engagement and Partnerships	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>The English department collaborates with several programs on campus, including developing specialized English courses for CTE, UBAKA, APASS, FSP, Gateway to College. and the Athletes Learning</p>
9. Professional Development	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>Most of the English faculty are involved in professional development. They would like to see the Education Technology course offerings expanded, making them</p>
10. Discipline, Department or Program Goals and Activities	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Meets College Goals	<p>Some of the goals the department set are: Create an English Transfer degree; having annual end of year retreat; create a free online English reference and workbook for students; re-establish English</p>

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

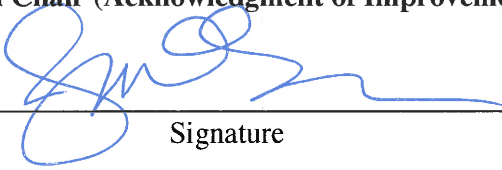
Review Criteria	Comments:
<p>1. The narrative information is clear and all elements of the program review are addressed.</p> <p>2. Conclusions and recommendations are well-substantiated and relate to the analysis of the data.</p> <p>3. Discipline, department or program planning goals are articulated 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 narrative albeit very clear, lacks supporting data in some area to strengthen its position. It however, does address all elements of the program review.</p> <p>The conclusions and recommendations are well received.</p> <p>The planning goals were very clear and the resource request related to the needs of the department.</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)

Jackie Graves/Chris Weidenb:  5/24/16
 Print Name Signature Date

Division Dean

Chuen Chan  5-24-16
 Print Name Signature Date

Part IV. Signatures

Validation Team Lead Signatures

1. Curriculum: Validated by Curriculum Committee Representative(s)

VINA CEKA Vina Ceka 5-31-16
Print Name Signature Date

2. Assessment: Validated by Assessment Coordinator(s)

Rebecca Bankey Rebecca Bankey 5.27.16
Print Name Signature Date

3. Division Dean

Chuen Chan Chuen Chan 2-15-16
Print Name Signature Date

4. Received by Vice President of Instruction

Lilia Celhay Lilia Celhay 5-31-16
Print Name Signature Date

5. Discipline, Department or Program Chair (Acknowledgement of Program Review Rating)

Jackie Graves/Chris Weidenbr Jackie Graves 5/27/16
Print Name Signature Date