**Instruction Program Review 2020-22 cycle – submitted by Feb 15, 2023**

**For additional assistance and questions about the program review, please email or set up a meeting with the instruction program review coordinator,** [Edward.modafferi@mccd.edu](mailto:Edward.modafferi@mccd.edu)

First, we recommend revisiting the goals for the program/department. Goals in eLumen are found in the “Org Management” tab and can only be modified by your CAT or Area coordinator. Departments can work on their goals outside of eLumen using the [Goals and Action Plan worksheet (word file)](https://www.mccd.edu/about/committees/assessment/downloads/goal_worksheet_v5.docx) available on - download a blank copy from the Merced College Program review and Outcomes Assessment website. Alternatively, you can check on the MC4Me portal for a copy of the worksheet that has been populated with the current goals listed in eLumen.

Recommended Timelines for completing various sections to spread out the workload

1. **Program Summary** – **complete by the end of September -** this section should be updated as needed relative to the mission for the program and the Documentation of Dialogue for this cycle.
2. **Assessment Summary** – **complete by the end of October -** this section will require more time as faculty examine the assessment results for their Program SLOs in eLumen and identify gaps in student success. In the “Summary of Outcome Assessments” faculty can utilize their Post Assessment Discussion forms from the course SLO assessments to identify new goals for the program.
3. **Program Trends** **– complete by the middle of November** - this section requires a moderate amount of time and discussion using the datasets prepared by the Office of Institutional Effectiveness for the program/department
4. **Impacts on the Program** – **completed by December/January** - this final section will require more time as faculty comment on changes that have significantly impacted the program AND create action plans linked to the program goals and resource requests. As faculty and staff examine the assessment results and program trends in the previous sections, they can identify a need to create new goals, or revise the existing goals for the program.

NOTE: When it comes to Resource Requests, consider the following:

1. **What is needed for your program to improve student success?** Sometimes this can be as simple as changing pedagogy, class times or locations - other actions require supplies that need to be purchased
2. **Keep it Specific** (e.g. conferences for professional development should include the details and all associated costs)
3. How many times has this resource been requested in the past?
4. If the program review is completed early, faculty and staff will have time to provide additional feedback, including final quotes and prices for supplies, prior to the February deadline.

**Section 1: Program Summary**

1. Program Mission and Access – Instruction

Instructions: Use this section to comment on your program mission or on how your program serves the mission of the institution.  Please limit your responses to a single, brief paragraph.    NOTE: Copies of program reviews from previous years are available to view at the[Merced College Program Review Library](http://www.mccd.edu/about/committees/assessment/program-review/)  
  
**Merced College Mission: Growing our community through education and workforce training: lifelong learning, basic skills, career technical education, transfer, and degree/certificate programs**. **Ensuring student success through equitable access, continuous quality improvement, institutional effectiveness, and student achievement.**

* **Briefly describe the Purpose of your Program and how this aligns with the Merced College mission and/or strategic plan.**

* **Are the program outcomes appropriate to the standards in this discipline or profession?**
* **What are some of the proudest moments or achievements related to student success and outcomes over the past year(s)?**

2. Documentation of Dialogue - Instruction

[Instructions](https://mccd.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=186) **Discuss how your department communicated about the various elements of your program review, including:** Department meetings, small groups/task forces, campus workshops, electronically (via email or video conference), in consultation with the Program Review Coordinator, and other.

* **Discuss the dialogue that occurred within your department while planning assessments, evaluating data, and determining goals.**

**Section 2: Assessment Summary**

[Instructions](https://mccd.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=186) This table provides a summary of program outcome results using course SLO assessments completed in eLumen. **NOTE: If the program has not completed curriculum mapping or assessed courses, then the fields in the table will not be accurate.**

Instructional PLO - eLumen results (**usually** autogenerated for selected degrees/certificates)

| PSLOs | Performance | Expected Performance |
| --- | --- | --- |
|  |  |  |
|  |

Summary of Outcome Assessments

[Instructions](https://mccd.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=186) - This section provides an area where programs can summarize assessment of program outcomes based on the course outcomes results.  Curriculum mapping using the course SLOs linked to the program SLOs is needed to generate these results.  Remember, every course should have at least one C-SLO mapped to a P-SLO - we have identified the program outcomes as the knowledge, skills and abilities students should demonstrate satisfactory mastery of in order to earn that degree or certificate.  If a course does not have any outcomes mapped to the program SLOs, this is a time to reflect on why students are taking a course that does not seem to contribute to the degree or certificate.

* **Briefly describe how the program outcomes are being assessed.**

* **Summarize the assessment data and/or results for each program outcome**

* **Provide an analysis and interpretation of the results for each PLO/SAO (include benchmarks where appropriate)**

**Section 3: Program Trends**

**Program Review Trends in instruction**

Instructions - [**CLICK ME to access the Instructional Program Review dataset link**](https://mc4me.mccd.edu/presidents_office/pres_areas/OGIR/IPR%20Datasets/Forms/AllItems.aspx)

The Office of Institutional Effectiveness provides datasets every year with information about the program over the past 5 years that can be discussed in this section. You will need to log into the MC4Me portal in order to access the datasets include information relative to the district as a whole, and are disaggregated into Merced Campus, Los Banos campus and Distance education, with the District average provided for comparison.   

* **What trends did you identify in Student Performance for your program?**This can include course success and retention, along with the number of degrees or certificates awarded by the program over the past 5 years.

* **What trends did you identify in Staffing for your program?**Staffing includes productivity, weekly student contact hours (WSCH), Full-Time equivalent faculty (FTEF) and Full-time equivalent students (FTES).

* **What trends did you identify in the Classes offered within your program?**This includes % fill rates, average class sizes, and the number of sections offered.

* **What trends did you identify in Student Demographics** **for your program?**The demographicsinclude race/ethnicity, age and gender categories.

**Impacts on the Program**

This is the section where contributors add action plans illustrating the steps to achieve the programs’ goals and link the resource requests.

Instructions: Comment on changes that have significantly impacted the program or department goals and/or effectiveness at increasing student success.  This could include:

* Changes in faculty or student enrollment
* Competition from other schools
* Public policy changes
* Aging facilities and lack of financial resources
* New partnerships with the community, businesses or other academic institutions

To help with the process you can work with 2 files available to download from the [Merced College Assessment website](https://www.mccd.edu/about/committees/assessment/index.html).

* **Goals and Action Plan worksheet (Word file)** - this document includes a table allowing programs to plan out their goals and actions prior to submitting them in this program review and can be attached as needed
* **Resource Allocation spreadsheet (Excel file)** - this spreadsheet has been used by IMPC for the resource allocation process at Merced College; supplementary information about resource requests can be included - the file can be attached as needed to assist IMPC.

Hopefully, this section provides insight into new areas to focus on related to the program's planning agenda, as you consider the following:

* What does the department think it can do to improve teaching and learning?
* What are the top priorities for improvement?
* How will the department implement those priorities and what is the timeline?
* Identify resources from the college that could be used to improve teaching and learning.
* Provide updates on changes made or evidence of improvement (Refer to previous program reviews available in the [Merced College Program Review Library](https://www.mccd.edu/about/committees/assessment/program-review/index.html))
* Has the program met its previous Goals?
* **Please comment on progress toward achieving the instructional program goals.  How is the department utilizing resources from previous years to improve student success?**

* **Have there been any internal/external changes to this program/department which have had a significant impact on the program's goals and/or effectiveness? If so, please explain.**

* **List any resources your students would benefit from having in the LRC. (i.e. books, journals, media, etc.)**

* **Is there anything else you would like to be considered in the annual strategic initiative document?**