

New Program Review Proposed for Special Programs

Accreditation standards require that we engage in "...ongoing, and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished." And further that we use "ongoing and systematic evaluation and planning to refine key processes and improve student learning" (ACCJC Standard I, Institutional Mission and Effectiveness).

Cypress College has established program review processes for instruction, student services, and campus support services. All instructional and campus support services programs, and most student services have been reviewed. (The remaining student services, International Students and Veterans Services, are being reviewed this fall.)

There are some programs that are not purely instructional or student service programs. The college has not had a program review process for these programs, and needs to establish and implement one soon.

Special Programs are:

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| 1. Black Studies | 6. Peer Assisted Learning (PALs) |
| 2. Honors | 7. Teacher Preparation |
| 3. Service Learning | 8. Tutoring |
| 4. Study Abroad | 9. University Transfer Achievement Program (UTAP) |
| 5. Supplemental Instruction (SI) | |

Proposed process and timeline:

1. Program coordinators will meet with Institutional Research staff to review and finalize list of appropriate measures, provide electronic file of participating students (if applicable), and discuss the process in detail. [October 2007]
2. Institutional Research Office will provide quantitative trend data
3. Budget Office will provide financial trend data
4. Program coordinators will be responsible for reviewing the data, developing a narrative report and setting goals for the program. [Nov – Dec 2007]
5. Reports will be submitted to the EVP and the VP by January 14, 2008.
6. Reports will be reviewed by the Planning and Budget Committee in early Spring 2008.

Potential measures:

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| • Unduplicated students | • GPA |
| • Enrollments | • Cumulative units |
| • FTES | • Degrees |
| • Success rates in relevant courses | • Certificates |
| • Retention rates in relevant courses | • Transfer |
| • Benchmarks:
(e.g., completed college-level math,
completed college-level English) | |