

CYPRESS COLLEGE DEPARTMENT PLANNING AND PROGRAM REVIEW FORM

Division _____ Department _____

Department Coordinator/Director _____ Date _____

Detailed instructions can be found on the j-drive. Please review these instructions prior to completing this form.

Please complete all the areas listed below by October 8th, and submit a copy of this form to your Division Dean for completion. After the Division Dean has completed the Administrative Comments portion of the form, submit one (1) electronic copy and twelve (12) hard copies to the Department Planning and Program Review Chair by October 31st.

MISSION OF THE DEPARTMENT:

- A) List your department's mission statement which be found in the Educational Master Plan.
- B) Does the mission statement show a direct relationship between the mission of your department and Cypress College's mission statement? If it does not, then consider a revision of your department's mission statement.
- C) Write you department's revised mission statement, if applicable.

RELATIONSHIPS WITHIN THE COLLEGE AND WITH THE COMMUNITIES WE SERVE:

After meeting with the faculty from related Cypress, university and high school programs, employers, and/or advisory committees, describe the importance of your program or course offerings to the community and/or other programs in the college. Please consider these questions in your response.

- A) What programs or departments utilize your classes as a required or elective courses in their own programs?
- B) What departments or programs cross-list or overlap your classes with theirs?
- C) With which departments or programs might there be the possibility of inter-programmatic or interdisciplinary collaboration to improve student outcomes?
- D) With which departments or programs, on campus and/or off, might there be a utilization of cross-curricular programs or instructional/student support programs such as the Library/Learning Resource Center or Financial Aid?

- E) Utilizing feedback from advisory committees, how important is your program to the economic development of the surrounding communities? If applicable.
- F) List the universities with which your program or your transfer courses have been articulated.

TREND DATA/DEPARTMENT TRENDS:

- A) **Internal trends:** In this section, departments are to review available data and reports, reflect upon the trends, consider any changes, and provide a brief narrative that places the numbers in context. Be sure to note any significant changes in the trends (i.e. changes that exceed that of the division or college), and provide insight into what factors likely contributed to these changes.
 1. Go to: <http://10.200.3.199/reports/researchers/fiveyear/index.jsp>
Copy and paste your department's five-year trends (enrollments, FTES, WSCH/FTEF) below. Use the existing layout to provide fall-to-fall, spring-to-spring and summer-to-summer trends.
 2. **How many certificates and degrees were granted?**
These are posted on the j-drive in the following location:
J:\IQA\03IQA Data\NumberofCertificatesDegrees
 3. **What was the department's success rate?**
Available at J:\IQA\03IQA Data\Success and Retention.
 4. **What was the department's retention rate? Please compare Fall to Fall, Spring to Spring.**
 5. **How do these data compare to the enrollment forecast for the next five years cited in the Educational Master Plan?**
 6. **If the data differ from your Educational Master Plan, please explain.**
- B) **External trends:** Use this section to comment on any external factors that are likely to have significant impact on your department within the next five years. Factors may include changes in the labor market for your field, changes in licensing or accrediting organizations, new technology, programs at competing institutions, etc.

PROGRAM STUDENT LEARNING OUTCOMES ASSESSMENT:

By 2012, the Accrediting Commission of Community and Junior Colleges (ACCJC) expects all California community colleges to assess all courses, programs, and degrees.

- A) List the student learning outcomes for your program(s). If you are part of the General Education Program, then list those Gen Ed SLOs that relate to your department.
- B) What is your timeline for assessing Program SLOs. Attach Program SLO Assessment Reports, if available.
- C) What is your action plan based on the analysis and results of your Program SLO Assessment Report?

COURSE STUDENT LEARNING OUTCOMES ASSESSMENT:

- A) List all active courses taught within the past three years, starting with the course that serves the most students and continuing in descending order.
- B) What is your timeline for assessing all courses?
- C) For which courses have you completed the SLO assessment loop? Attach Course SLO Assessment Reports.
- D) Summarize the action plans based on the analysis and results of your course SLO Assessment Reports.
- E) What changes has your department already made to course curriculum, methodology, and/or SLO evaluation as a result of the SLO assessment?
- F) What future changes are indicated by the SLO assessment?

CURRICULUM:

- A) Are you planning new courses that will be going through curriculum this year? If so, what are they?
- B) What delivery methods, and/or alternative scheduling or new courses does your department plan to explore in the next three years?
- C) What courses have not been offered in the last three years? Are they still in the catalog? What is planned for these courses?
- D) Which courses are due for curriculum revision?

BASIC SKILLS INITIATIVE & STUDENT NEEDS:

- A) How does your department assist your underprepared students so that they can succeed in your class? (ex. Tutoring, supplemental instruction, explanation of study skills that are effective in your discipline, i.e. how to read the textbook)
- B) If applicable, how is your department participating in the Basic Skills initiative?

GOALS AND OBJECTIVES:

- A) List and evaluate your department's past three years' action plans/goals.
- B) Were your goals met? If not, please explain.
- C) List your department's goals and objectives for the next three years to improve learning outcomes for all your students.

IDENTIFICATION OF NEEDED RESOURCES AND BUDGET IMPLICATIONS:

What additional resources related to personnel, equipment, supplies, instructional support, clerical support, and other related needs are warranted by the results of the course and program SLO assessment and this Department Planning and Program Review?

Please list these resources and specify a dollar amount, indicate appropriate funding sources of each item, i.e. division prioritization for personnel, divisional funding request for instructional supplies and equipment under \$2000, one-time budget request for items over \$2000 (in February) and possible grant funding.

Name of resource (personnel, supplies, equipment, Clerical, support, etc.)	Cost in \$\$	Appropriate budget process (See above list)

EDUCATIONAL MASTER PLAN:

A) How does this Department Planning and Program Review Report support you department's Educational Master Plan?

B) If applicable, discuss any proposed changes to your Educational Master Plan.

Department Coordinator (Print & then sign) _____

Participating Faculty (Print & then sign. Add additional pages as necessary.

ADMINISTRATOR'S COMMENTS:

This portion of the Program Review document is to be completed by the Division Dean.

GOALS AND OBJECTIVES:

1. Were the goals and objectives from the last Program Review met for this department?
2. Do you have any comment on the goals and objectives?
3. Does this department need any additional resources to achieve its goals?

SLO ASSESSMENT:

- A) Do you have any comment on the department's progress in assessing SLOs?
- B) What additional assistance does this department need to complete the SLO assessment cycle for all active courses, programs, and eventually degrees?

CURRICULUM:

1. What new courses, delivery methods, and/or alternative scheduling do you think this department should explore in the next three years?

EDUCATIONAL MASTER PLAN: Use this section to reflect upon whether there is alignment between the Program Review and the Educational Master Plan. Please note any similarities or major differences.

1. Does the Educational Master Plan reflect current program conditions?
2. If the program has experienced any significant changes, please explain and discuss any changes or trends that were not reflected in the Educational Master Plan.

Division Dean (print) _____

Division Dean Signature _____

Date Reviewed _____

Department Director/Coordinator (print) _____

Department Director/Coordinator Signature _____ Date Reviewed _____

