



**Skyline
College**

2024-2025 ORIENTATION: COMPREHENSIVE PROGRAM REVIEW

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WORKSHOP OUTCOMES

- ✓ Explain the purpose of program review
- ✓ Describe the CPR prompts
- ✓ Access the CPR and resources in the (Nuventive) Platform
- ✓ Identify available support to complete the CPR



PURPOSE OF COMPREHENSIVE PROGRAM REVIEW

- ✓ Articulate how your program supports the actualization of the Mission/Vision/Values
- ✓ Document past efforts, current conditions, and future anticipated changes
- ✓ Evaluate program effectiveness, particularly its impact on student learning
- ✓ Forge or refine plans to address areas of improvement
 - Instruction: curricular revisions, course sequencing, partnerships
 - Student/ Learning Support Services: outreach and how services are provided
- ✓ Identify and document needed resources to strengthen program effectiveness

PROGRAM REVIEW INSTRUMENTS

Comprehensive Program Review (CPR) – Every 7 Years

Program Review Updates (PRU) – ~Every Two Years

Annual Resource Request (ARR) – Every Year (Optional)



Administrative Leadership Unit Review (ALUR) – Every Year

PROGRAM REVIEW SECTIONS



Connection to the College

Current Status

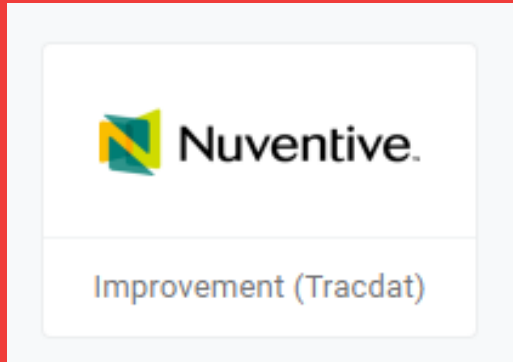
Access

Effectiveness

Key Findings

Goals and Resource Requests

Our CPR Platform



Single-sign On @ [OneLogin](#)

(Nuventive) Platform

- Single-Sign On w/SMCCCD Credentials
- Comprehensive Program Review Tools
 - CPR Narrative
 - Data, [Other Dashboards](#), & Reports
 - Goals & Optional Resource Requests

The screenshot displays the Nuventive Improvement Platform interface. At the top, it shows the user's name 'Welcome, glbsonc@smccd.edu' and the platform version 'Nuventive Improvement Platform Premier Edition'. The main heading is 'Course SLO Assessment' for 'SKY Sample - Dept'. Below this, there are filters for Course, SLO Status, Year Assessed, and Result Type, all set to 'All'. The interface is divided into three main sections: a Summary table, a Details table, and two charts.

Summary Table:

Course	SLOs	Assessment Methods	Results	Action Plans	All SLOs Assessed (2022-2025)	Students Assessed	Students Successful	% of Students Successful
SKY ART 104	3	3	3	2	✗	123	113	91.9%
SKY ACTG 110	3	1	1	1	✗	50	40	80.0%

Details Table:

Course	SLO	Assessment Method Category	Academic Year Assessed	Result Type	Students Assessed	Students Successful	% of Students Successful
SKY ART 104	Critical Thinking		2021- 2022	Criterion met	24	22	91.7%
	Digital Communication		2020- 2021		74	71	95.9%
	Key terms of the SLO	Lab	2022 - 2023	Criterion met	25	20	80.0%
SKY ACTG 110	Curricunet second SLO						
	Shazam	Capstone	2021- 2022	Criterion met	50	40	80.0%

SLOs with Results Chart: A donut chart showing 2 SLOs with results (33.3%) and 4 SLOs without results (66.7%).

Students Successful Chart: A gauge chart showing 89.9% of students successful.

Data Indicator	Data Collection Tool	Example
Counseling appointments in student service unit	Sars Anywhere Location History Reports	Career Center provides data on the number of students who had a Career Counseling appointment.
Events, Workshops, & Activities	Google Sign In Sheets; Form Stack; Attendance Sheets; Zoom Webinar Registrations	ASSC offered over 20 cultural learning sessions. They collect workshop participation data in Zoom, Excel, & other software.
Public Contacts	Sign In Sheets; Registration Forms	Sparkpoint manages their public contact data in their Efforts to Outcome system.
In – Center Visits	Sign In Sheets; Enrollment Management Systems; Google Forms	<p>The Dream Center has community members sign in when they visit the center to develop a referral system. This data is collected through Google Forms.</p> <p>The Assessment Center has students' complete surveys after placement services rendered.</p>
Inreach/Classroom Presentations	Roster Reports; Excel Sheets; Sign In Sheets; Zoom Participant Reports	The Transfer Center presents its services to students during classroom lecture hours. They also table during peak traffic hours.
System & Process Usage Reports	Software Data Reporting Tools; Banner; Credentials, Inc	<p>Admissions and Records collects data on the number of graduation petitions submitted in a year through advanced Banner Reports.</p> <p>Assessment Center/Career Services provides a system usage report for My Majors on the number of students who completed the Assessment within a year.</p>

Student/ Learning Support Services: Additional Data

When possible, provide more than the current year's data to identify trends.

Considerations

- ✓ compliance reports to the federal or state government
- ✓ reports to the California Community Colleges Chancellor's Office
- ✓ required reporting to grantors
- ✓ pertinent college-wide survey results
- ✓ program specific survey results or focus group insights

Timeline of Completion: I & S/LSS

FIRST SEMESTER (SP 2024) – CPR Timeline & Plan: Data Evaluation & Curriculum

- ❑ February – Student Service Programs and PRIE - Data Inventory
- ❑ **March 18** – 3 - 4 pm: CPR Work Session on the Platform
- ❑ **April 3** – 2:10 - 4 pm: Curriculum Workshop co-hosted by Curriculum Committee and CTTL
- ❑ April – CPR Kick-off for Instructional and Student Service Programs with PRIE
- ❑ **Optional April 8 & 22** – 2 - 4 pm: 2023 – 2024 Cohort CPR Share Outs
- ❑ May – Draft evaluations of program effectiveness and potential action plans
- ❑ **TBD** – Summer Curriculum Institute Kick -Off

Timeline of Completion: I & S/LSS

SECOND SEMESTER (FA 2024) – Evaluation, Curriculum Revision, & Planning

- ❑ **Early Fall** – Instructional Programs & S/LSS with **Courses** – Review and submission of course outlines of record, and course sequencing recommendation, if applicable
- ❑ TBD – Two Consultations with IEC and dean
- ❑ **November 15** – draft #1 due
- ❑ **November 15** - Annual Resource Request (Optional)

THIRD SEMESTER (SP 2025) – CPR Report Completion and Share Out

- ❑ **January 31** – Second CPR draft due
- ❑ **February** – Formative feedback on full draft #2 from IEC CPR Support Team
- ❑ End of February – Feedback on draft from dean
- ❑ **March 28** – Final Draft Due
- ❑ **April 14 & 28** – CPR Share Outs

TO DO THIS SEMESTER (SP24)



- Accept Outlook invitations for Work Sessions and Curriculum Committee training
- Send Karen three one-hour options in April for a CPR Kick-off meeting with PRIE, all program full-time faculty/staff and stakeholders
- S/ LSS programs: Send Karen three one-hour options in February/early March for a meeting with PRIE to discuss your program's evaluation practices and needs
- Input ongoing goals and their status in the Platform (CPR, Step 2)
- Continue assessing SLOs/ PSLOs and enter results and analysis in the (Nuventive) Platform

GOALS



CPR Goals

- ✓ Looking back at prior goals and providing a status update
- ✓ Identify challenges, concerns, and areas in which further research is needed.
- ✓ Develop a multi-year plan to improve program effectiveness and promote student learning and achievement
 - ✓ 1-5 goals (what)
 - ✓ Implementation steps and timeline (how)
 - ✓ How each goal will be measured



Which is the goal for the Art Program?

1. Allocate time during departmental meetings to share and discuss successful online practices and rolls and areas of challenge.
2. Survey students in Art classes to gather input on their online experience and suggestions for improvement
3. Attain certification in the CTTL Quality Online Teaching and Learning (QOTL) Course
4. Increase online retention and student success

Which is the goal for the EOPS/ CARE Program?

1. Increase number of unduplicated EOPS/CARE students served by 5% each year
2. Increase visibility of EOPS/ CARE and related student service programs on campus and in community
3. Develop stronger partnerships with on-campus faculty , staff, programs, and departments (e.g., streamline collaborative processes with programs such as PSP and TRiO to strengthen a seamless experience for shared students)
4. Maintain high-quality, wrap-around, and over-and-above support services

CPR Goals, Implementation Steps, & Measures

CPR TERM	DEFINITION
Goal	A statement of intended outcomes or results
Implementation Steps	A plan of action over the next couple of years to achieve a goal, ideally including a timeline
Measure(s)	Specific targeted objectives which capture the impact on student learning, student achievement, and/or program effectiveness, and which can be integrated or separate from the goal statement

S.M.A.R.T. GOAL PLANNING



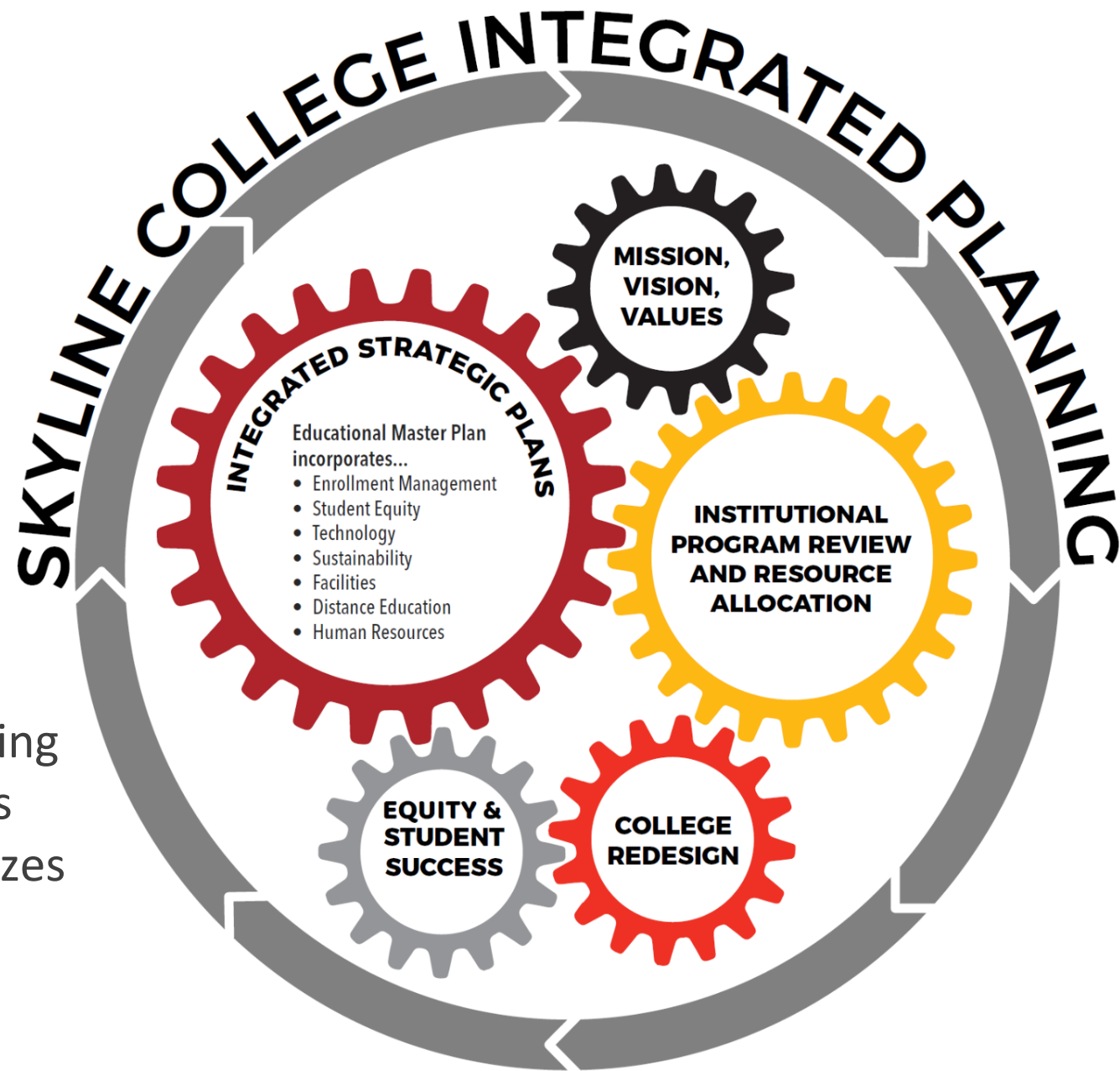
Example of CPR Goals, Implementation Steps, & Measures

S.M.A.R.T. Planning	OUTREACH
Goal	Increase number of unduplicated EOPS/CARE students served by 5% each year
Implementation Steps	<ul style="list-style-type: none">• Increase visibility of student programs on campus and in community• Develop stronger partnerships with on-campus faculty , staff, programs, and departments (e.g., streamline collaborative processes with programs such as PSP and TRiO to strengthen a seamless experience for shared students)• Maintain high-quality, wrap-around, and over-and-above support services
Measure(s)	An increase by 5% of the number of unduplicated EOPS/CARE students each year

Activity: Review Goals

- Review prior goals
 - Past Comprehensive Program Review (CPR) II.A., V.A. & V.B.
 - Annual Program Plans (APPs) II.A.
- Update status on Goals Document: On schedule, Behind schedule, On hold, Completed, Discontinued, Not a goal
- Input ongoing goals into Platform





“Integrated planning is a sustainable approach to planning that builds relationships, aligns the organization, and emphasizes preparedness for change.”

- [Integrated Planning - SCUP](#)

SYNERGY WITH SKYLINE COLLEGE'S EMP

- ★ G1: Identify and address inequitable structures and procedures that have disproportionate impact on students and employees
- ★ G1: Enhance academic curriculum and student programs to strengthen their role in supporting community values of antiracism and equity
- ★ G2: Create clear pathways to and through Skyline College to support enrollment and retention
- ★ G3: Raise student awareness of and connection to existing Skyline College support services and resources
- ★ G4: Strengthen the Community Engagement ISLO to ensure a sense of social responsibility among Skyline College graduates
- ★ G5: Cultivate partnerships and collaboration across programs and services to better serve students

What if you need \$ resources to pursue a goal?

- ✓ Submit your resource request by **November 15** within the Platform.
- ✓ Explain how the resource is critical to achieving the goal.
- ✓ Loop in your dean.



Resources

- Program Review: Karen Wong, Chris Gibson & Ame Maloney
- Program Review Feedback: [IEC CPR Team](#)
- Data: Zahra Mojtahedi & Ingrid Vargas
- Curriculum Committee: Jessica Hurless, Bianca Rowden-Quince, and
Division Reps
- CTTL Instructional Designers: Andrea Fuentes & Bianca Rowden-Quince
- Your dean
- [Comprehensive Program Review](#) website



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“Assessment information is of little value if it is not shared with appropriate audiences and used in meaningful ways.”

- Trudy Banta and Catherine Palomba's *Assessment Essentials: Planning, Implementing, and Improving Assessment in Higher Education*, 2015, p. 215

