2025-2026 ORIENTATION: COMPREHENSIVE PROGRAM REVIEW

FACILITATOR: KAREN WONG

February 10, 2025

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

"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

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

   o   Instruction: curricular revisions, course sequencing, partnerships

   o   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

COMPREHENSIVE PROGRAM REVIEW SECTIONS
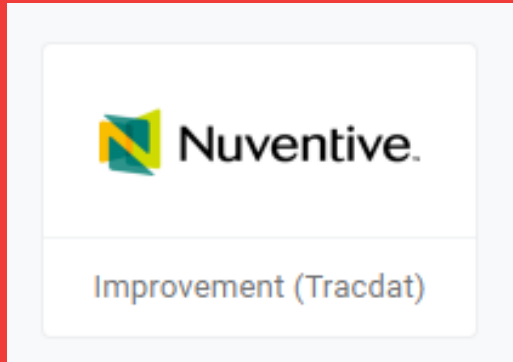
Connection to the College

Current Status

Access

Effectiveness

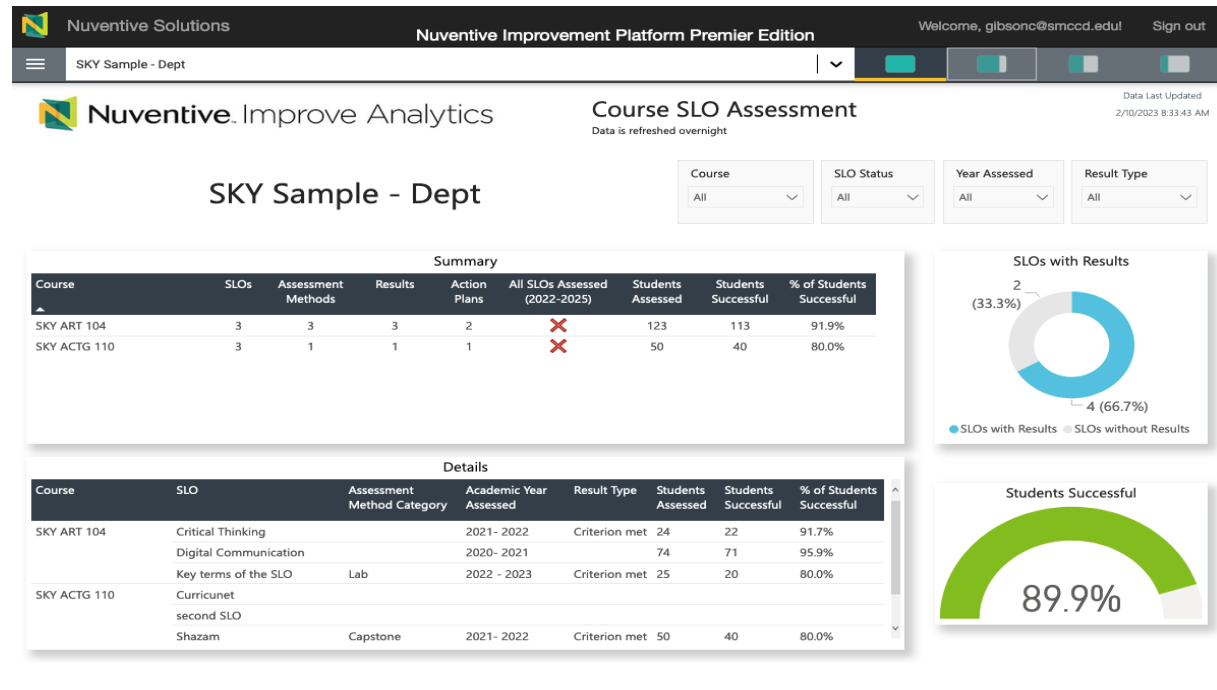Key Findings

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, Dashboards, & Reports
  - Goals & Optional Resource Requests

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 and Vision-Aligned Reporting (VAR) from the California Community Colleges Chancellor's Office
- ✓ required reporting to grantors
- ✓ pertinent college-wide survey results
- ✓ program specific survey results or focus group insights

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	The Undocumented Community Center has community members sign in when they visit the center to develop a referral system. This data is collected through Google Forms. The Assessment Center has students' complete surveys after placement services rendered.
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	Admissions and Records collects data on the number of graduation petitions submitted in a year through advanced Banner Reports. Assessment Center/Career Services provides a system usage report for My Majors on the number of students who completed the Assessment within a year. Educational Access Center uses software reporting to provide data on the number of students who accessed Alternative Media.

Timeline of Completion: I & S/LSS

FIRST SEMESTER (SP 2025) – CPR Timeline & Plan: Data Evaluation & Curriculum

❏ **February/ Early March** – Student Service Programs and PRIE - Data Inventory

❏ **March 5** – 2:10 - 4 pm: Curriculum Workshop co-hosted by Curriculum Committee and CTTL

❏ **March 24** – 3 - 4 pm: CPR Work Session on the Platform

❏ April – Optional Data Consultations with PRIE

❏ April 14 – 2 - 4:30 pm: Optional 2024 – 2025 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 2025) – 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
- ❏ **October 13**- IEC CPR Consultation/ Workshop
- ❏ **November 3**- IEC CPR Consultation/ Workshop
- ❏ **November 15** - Annual Resource Request (Optional)

THIRD SEMESTER (SP 2026) – CPR Report Completion and Share Out

- ❏ **January 30 –** Second CPR draft due
- ❏ **February 23** – Formative feedback on full draft #2 from IEC CPR Support Team
- ❏ End of February – Feedback on draft from dean
- ❏ **March 27** – Final Draft Due
- ❏ **April 13** – CPR Share Outs

TO DO THIS SEMESTER (SP25)

❑ Accept Outlook invitations for CPR Work Sessions and Curriculum Committee training

❑ Input ongoing goals' status and mapping in the Platform (CPR, Step 2)

❑ Continue assessing SLOs/ PSLOs and enter results and analysis in the (Nuventive) Platform

❑ S/ LSS Programs: Send Becky Threewit three one-hour options in February/early March for a meeting with PRIE to discuss program data and/or needs

❑ Instructional Programs: Review program data, and make an appointment with PRIE in March/ April if you'd like to discuss insights

❑ Contact CC Chair Rick Hough ASAP if you are creating new courses for UC transfer

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 Identify a baseline from which to measure impact.

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	• 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. Note current number of EOPS students from which to measure 5%.
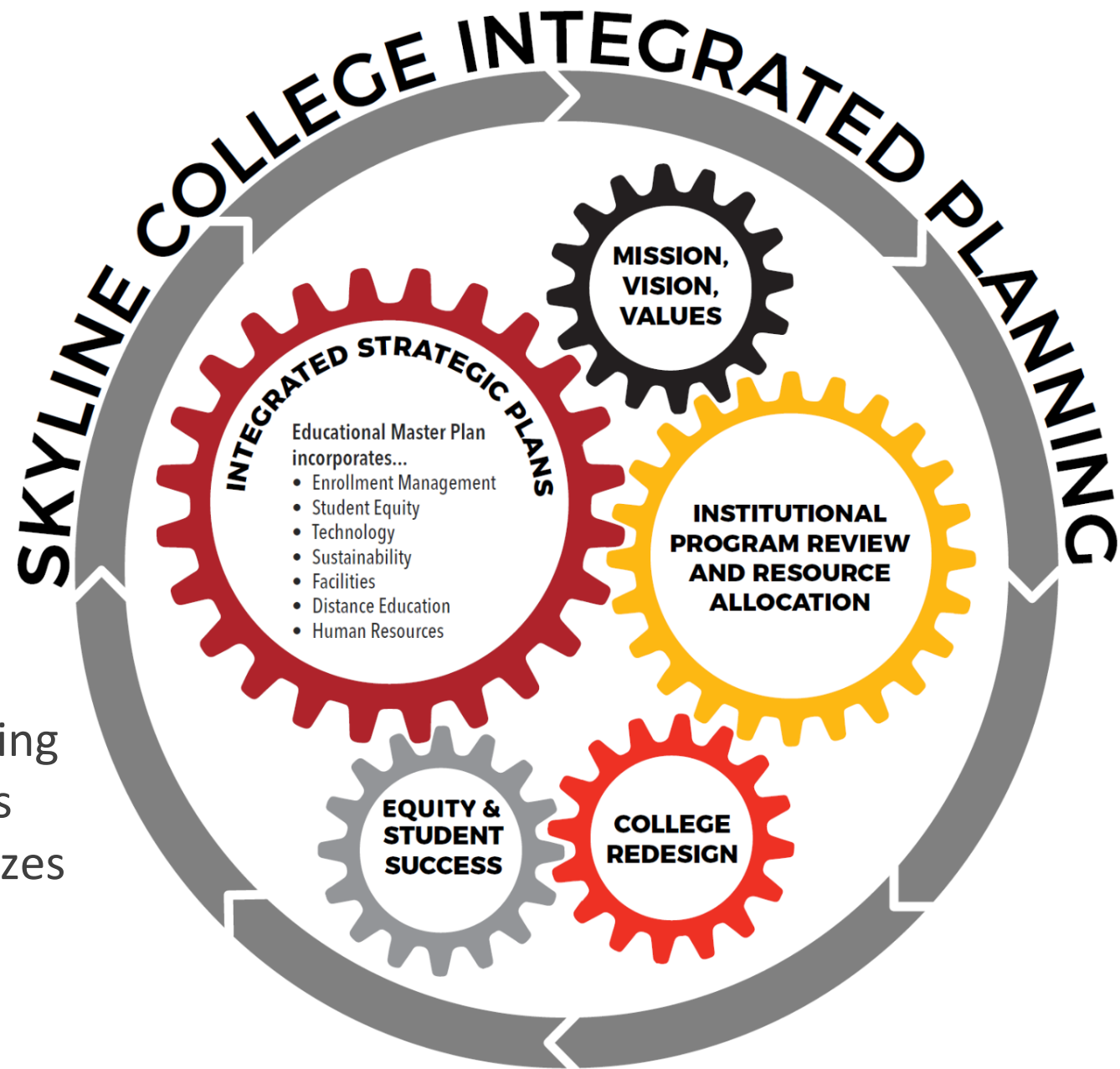
"Integrated planning is a sustainable approach to planning that builds relationships, aligns the organization, and emphasizes preparedness for change."

- 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

Activity: Review Goals

❏ **Review prior goals to gauge if they are goals**

  ❏ Goals are defined as desired results (i.e. the purpose of an action or resource request).

  ❏ There is a measure of success that captures the impact on students, student learning, and/or program effectiveness.

    ❏ A baseline is identified so as to measure impact of actions.

  ❏ A multi-year plan to achieve the goal includes actions and timelines.

❏ **Update status: On schedule, Behind schedule, On hold, Completed, Discontinued, Not a goal**

❏ **Map goals to EMP goals**

Resources

- Program Review: Karen Wong, Torria Davis & Tony Viertel

- Data: Zahra Mojtahedi & Ingrid Vargas

- Curriculum Committee: Rick Hough and Division Reps

- CTTL Instructional Designer: Andrea Fuentes

- Your dean

- Program Review Feedback: IEC CPR Team

- [Comprehensive Program Review](#) website

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