SKYLINE COLLEGE
ANNUAL PROGRAM PLANNING SELF-STUDY

> *Note: To complete this form, **SAVE** it on your computer, then send to your Division Dean/VPI as an **ATTACHMENT** on an e-mail message.*

Program Title [   ]   **Date Submitted** [   ]

Key Findings:

[   ]

1. Planning Group Participants (include PT& FT faculty, staff, students, stakeholders)

List of names and positions: [   ]

2. Contact Person (include e-mail and telephone): [   ]

3. Program Information

A. Program Personnel
Identify the number of personnel (administrators, faculty, classified, volunteers, and student workers) in the program:

[   ]

FT Faculty:	[ ]	**PT/OL Faculty (FTE):**	[ ]
FT Classified:	[ ]	**PT Classified (FTE):**	[ ]
Volunteers:	[ ]	**Student Workers:**	[ ]

B. Program mission and goals
   State the goals/focus of the program and how the program contributes to the mission and priorities of the College and District. Address how the program meets the current year's strategic priorities. (200 word limit is recommended.)

4. Program/Service Area Student Learning Outcomes and Program Data
   A. Summarize recent course (for instruction, including student service courses) or program (for student services and every three years, CTE programs) SLO assessment, identify trends and discuss areas in need of improvement. Please attach summary Tracdat reports with assessment and analysis for SLOs evaluated during the last two years (prior to submission deadline of April 1st). (200 word limit is recommended.) Tool: https://sanmateo.tracdat.com/tracdat/

B. Analyze evidence of Program performance. Review and analyze productivity, student characteristics and outcomes. (200 word limit is recommended.)
Tool: http://www.skylinecollege.edu/prie/programdata.php

C. **Explain how other information may impact Program (examples are business and employment needs, new technology, new transfer requirements etc.)**
(200 word limit is recommended.)

5. Curricular Offerings

A. Program Curriculum and Courses. If your program does not offer curriculum, please state "N/A". Tools: CurricUNET http://www.curricunet.com/smcccd; https://sanmateo.tracdat.com/tracdat/

> Respond to the following:
>
> - What new courses (excluding individual Selected Topics [665] topics and Experimental [680/880] courses) have you added to your program curriculum in the past academic year? List by Department, Course Number and Course Title.
>
> - Note that you've added new courses to the department's three-year calendar of assessment and requested that they be added to TracDat.
>
> - Note that you've done the following for new courses on TracDat:
>   - Uploaded SLOs?
>   - Mapped course-level SLOs to PSLOs (including relevant interdisciplinary degrees) and ISLOs?
>   - Uploaded assessment method(s) (need not be specific)?

B. Identify Patterns of Curriculum Offerings

Respond to the following:

- Identify the planning group's two-year curriculum cycle of course offerings by certificates and degrees.

- Describe the ideal curriculum cycle.

- Discuss any issues.

6. Response to Previous Annual Program Plan & Review

List any recommendations for the program and your responses to these recommendations based on previous Annual Program Plan and/or CTE Professional Accreditation report.

7. Action Plan

Provide your action plan based on the analysis and reflections provided in the previous sections. Note: resource requests should be connected to action plans

Respond to the following:

- Describe data and assessment results for SLO assessment on the course level (for instruction, including student service courses) or program level (for student services or every three years, career technical education programs). Analyze and reflect on SLO assessment results and other measures of Program performance.

- Analyze and reflect on other evidence described in previous sections. Identify the next steps, including any planned changes to curriculum and pedagogy.

- Identify questions that will serve as a focus of inquiry for next year.

8. Resource Identification

    A. Professional Development needs

    B. Office of Planning, Research & Institutional Effectiveness requests

Actions:
• List data requests for the Office of Planning, Research & Institutional Effectiveness.
• Explain how the requests will serve the Student/Program/Division/College needs.

    C. Faculty and Staff hiring, Instructional Equipment and Facilities Requests
    Complete the following table:

Annual Program Planning Resource Needs
Program <u>Automotive Tech</u>   **Date** <u>April 14, 2015</u>

	Needs	How does this request align with your assessment of student outcomes	align with your action plan	Estimated cost for facilities and equipment
Personnel	1. 2. 3.			
Equipment	1. 2. 3. 4.			
Facilities	1. 2. 3. 4.			