



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

	Needs	How does this request align with your assessment of student outcomes	How does this request 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.			

APPENDIX A

VISION, MISSION, VALUES AND GOALS OF SKYLINE COLLEGE

Please check current catalog for most recent goal statements.

Vision Statement

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Mission Statement

To empower and transform a global community of learners.

Values Statement

Education is the foundation of our civilized democratic society.

Thus:

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Shared Governance: We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.

Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability "To meet present needs without compromising the ability of future generations to meet their needs."

APPENDIX B

Definition of Terms

- WSCH:** Weekly Student Contact Hours are based on the first census week of a Fall term. They do not include second census week data, but they do include all positive attendance data for the term (converted to WSCH) including classes which start after the first census
- FTE:** The full-time equivalent faculty count is determined by the set of rules provided to each college at the time the data is requested. Generally, the figures are the decimal fraction of the teaching hours or units ascribed to the faculty member for teaching work done. Non-teaching time is specifically excluded so that it does not affect the value of the data. Work done by non-certified-personnel is not included.
- LOAD:** Teaching Load is taken as the ratio of WSCH to FTE
- N GRADES:** The total number of grades awarded (A+B+C+D+F+CR+NCR+I+W)
- RETENTION:** The sum of all non-W grades divided by N grades times 100, expressed as %
- SUCCESS:** A+B+C+CR grades divided by N grades times 100, expressed as %

Course Assessment Report-- Four Column

San Mateo CCCD

SKY Dept - Cooperative Education

Department Assessment Steve Cooney
Coordinator:

Course Outcomes 1 and ctu.unitid = 1079	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
<p>SKY COOP 670 - Vocational Cooperative Ed - Identify three to five learning objectives (SLO #1) - Identify three to five measurable learning outcomes in their job that relates to the student's academic major to assist them in achieving their career goals.</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 08/12/2012</p> <p>End Date: 05/31/2013</p> <p>Course Outcome Status: Active</p>	<p>Assessment Method: Exit survey assessment based on three prong Cooperative Education rating scale. 1-Accomplished Objective 2-Made Progress toward Objective 3-No significant Progress</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: 70% of students will score "1-Accomplished Objective" towards established job learning outcomes/objectives.</p> <p>Related Documents: Coop Ed Student Objectives Goals Form Spring 2013 Coop Ed Sample Student Objectives Spring 2013 Coop Ed Student Timesheet Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013</p>	<p>01/15/2013 - Criterion Met--94% of students scored "1-Accomplished Objective".</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Related Documents: Coop Ed Student Objectives/Goals Form Spring 2013 Coop Ed Sample Employer Ratings Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013</p>	<p>04/15/2013 - Further assessments are required for additional data analysis.</p> <p>Follow-Up: 07/24/2013 - Continued and ongoing assessments are required.</p>
<p>SKY COOP 670 - Vocational Cooperative Ed - Accomplish Professional Job Objectives (SLO #2) - Work with their immediate work supervisor and the Cooperative Education Coordinator to define and achieve work related objectives and apply skills to solve work related problems.</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 08/12/2012</p> <p>End Date: 05/31/2013</p> <p>Course Outcome Status: Active</p>	<p>Assessment Method: Exit survey assessment based on three prong Cooperative Education rating scale. 1-Accomplished Objective 2-Made Progress toward objective 3-No Significant Progress</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: 70% of students will score "1 - Accomplished Objective" towards established job objectives/goals.</p> <p>Related Documents: Coop Ed Student Objectives Goals Form Spring 2013 Coop Ed Sample Student Objectives Spring 2013</p>	<p>07/24/2013 - Criterion Met--94% of students scored "1-Accomplished Objective" on established student objectives with employers that develop job skills.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Related Documents: Coop Ed Student Objectives/Goals Form Spring 2013 Coop Ed Sample Employer Ratings Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013</p>	<p>07/24/2013 - Continued and ongoing assessments are needed.</p> <p>Action Plan Category: Conduct Further Assessment</p>

Course Outcomes 1 and ctu.unitid = 1079	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
	Coop Ed Student Timesheet Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013		
<p>SKY COOP 670 - Vocational Cooperative Ed - SLO 1 - Students will acquire good working habits.</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 03/01/2013</p> <p>End Date: 03/06/2013</p> <p>Course Outcome Status: Inactive</p>	<p>Assessment Method: Students set up learning objectives with employer and coordinator</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: Employer and coordinator confirm goals have been accomplished.</p>		
<p>SKY COOP 670 - Vocational Cooperative Ed - SLO 2 - Students will learn to set goals and complete work objectives on time</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 03/02/2013</p> <p>End Date: 03/06/2013</p> <p>Course Outcome Status: Inactive</p>	<p>Assessment Method: Students will set up learning objectives with employer and coop coordinator.</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: Employer and coordinator confirm goals have been accomplished</p>		
<p>SKY COOP 670 - Vocational Cooperative Ed - SLO 3 - Students will learn to set goals and complete work objectives on time.</p> <p>Assessment Cycles: 2017-2018</p> <p>Start Date: 03/01/2017</p> <p>End Date: 03/01/2018</p> <p>Course Outcome Status: Inactive</p>	<p>Assessment Method: Students set up learning objectives with employer and coordinator.</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: Employer and coordinator confirm goals have been accomplished.</p>		
<p>SKY COOP 671 - General Cooperative Education - SLO #1 - Identify three to five measurable job learning outcomes that relate to the student's employment and help them explore their career options and goals.</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 08/12/2012</p> <p>End Date: 12/31/2013</p>	<p>Assessment Method: Exit survey assessment based on three prong Cooperative Education rating scale.</p> <p>1-Accomplished Objective 2-Made Progress toward Objective 3-No significant Progress</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: 70% of students will score "1-Accomplished Objective" towards established job learning</p>	<p>01/10/2013 - Criterion Met-- 94% of students scored "1 -Accomplished Objective" on established student objectives with employers that develop job skills.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Resources Needed to Implement Action Plan: Need to find out why students do not keep in contact with instructor.</p> <p>Related Documents: Coop Ed Student Objectives/Goals Form</p>	<p>01/10/2013 - Meet with students at the end of the semester</p> <p>Action Plan Category: Conduct Further Assessment</p>

Course Outcomes 1 and ctu.unitid = 1079	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
<p>Course Outcome Status: Active</p>	<p>outcomes/objectives.</p> <p>Related Documents: Coop Ed Exit/Assessment Survey Spring 2013 Coop Ed Student Objectives Goals Form Spring 2013 Coop Ed Sample Student Objectives Spring 2013 Coop Ed Student Timesheet Spring 2013</p>	<p>Spring 2013 Coop Ed Sample Employer Ratings Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013</p>	
<p>SKY COOP 671 - General Cooperative Education - SLO #2 - Define and achieve work related objectives based on 21st Century employability skills such as time management, communication, innovative problem solving and teamwork to solve work related problems.</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 08/12/2012</p> <p>End Date: 12/31/2013</p> <p>Course Outcome Status: Active</p>	<p>Assessment Method: Exit survey with students where work related objectives have been rated by employer.</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: 70% of students will score "1-Accomplished Objective" towards established work related learning objectives.</p> <p>Related Documents: Coop Ed Exit/Assessment Survey Spring 2013 Coop Ed Sample Student Objectives Spring 2013 Coop Ed Student Timesheet Spring 2013</p>	<p>07/24/2013 - Criterion Met-- 94% of students scored "1 -Accomplished Objective" on established student objectives with employers that develop job skills.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Related Documents: Coop Ed Student Objectives/Goals Form Spring 2013 Coop Ed Sample Employer Ratings Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013</p>	<p>10/31/2013 - Further assessments needed based on 21st Century student skills.</p> <p>Action Plan Category: Conduct Further Assessment</p>
<p>SKY COOP 671 - General Cooperative Education - SLO #3 - Students will assess current job skills and employment for potential future careers.</p> <p>Assessment Cycles: 2012-2013</p> <p>Start Date: 08/12/2012</p> <p>End Date: 12/31/2013</p> <p>Course Outcome Status: Active</p>	<p>Assessment Method: Exit survey with students where learning objectives have been rated by employer.</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: Employer and coordinator confirm goals have been accomplished based on 70% of students' scoring "1-Accomplished Objective".</p> <p>Related Documents: Coop Ed Exit/Assessment Survey Spring 2013 Coop Ed Student Objectives Goals Form Spring 2013 Coop Ed Sample Student Objectives Spring 2013</p>	<p>07/24/2013 - Criterion Met-- 94% of students scored "1 -Accomplished Objective" on established student objectives with employers that develop job skills.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Related Documents: Coop Ed Employer Memo Spring 2013 Coop Ed Student Objectives/Goals Form Spring 2013 Coop Ed Sample Employer Ratings Spring 2013 Coop Ed Exit/Assessment Survey Spring 2013</p>	

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	Coop Ed Student Timesheet Spring 2013		