

CPR is completed every six years to assess effectiveness, review curriculum, reflect on key findings, and develop a strategy for program enhancement. The process includes creating an action plan of program activities as well as requesting resources for the upcoming academic year. At Skyline College, the Curriculum Committee takes a primary role in CPR overseeing the complete review of curriculum for programs with instructional offerings. Please see the CPR web site for detailed instructions.

<https://skylinecollege.edu/comprehensiveprogramreview/>

SPOL is used to facilitate CPR and other planning functions. To login, go to:

<http://www.skylinecollege.edu/spol/spollogin.php>



Getting Started

- Login to SPOL
- Click on **PROGRAM REVIEW & ACCREDITATION**
- Click on **View My Standards**
- Choose the cycle called "**CPR**" for the planning year
- Most users can group by **Role only** and view **All Standards Assigned to Me**. If you see duplicate standards, click to group by "Role and Section". Then click the small gray arrows to expand the standards for the appropriate department.



CPR Narrative

- **Double-click** on the standard you want to edit.
- Read the standard (prompt).
- **Check out** the standard for editing.
- In the Narrative box, click the **EDIT** button. Write the narrative in the new window. Click **SAVE**, then **CLOSE**.
- **Check-in** the standard. Continue with the other standards.



Action Steps and Resource Requests

- Go to **PLANNING** to create objectives (action plans) with action steps and resource requests.
- Click on **Create a New Planning Objective**.
- Fill out the new objective form and **SAVE**.
- **Check out** the objective for editing.
- **Select** one or more Institutional Goals and **SAVE**.
- Associate to the last standard in the CPR and **SAVE**.
- Add one or more action steps and **SAVE**.
- If additional funds are needed to complete the action step, add resource requests. **SAVE** and **CLOSE**.
- **Check in** the objective.



Approval and Feedback

- When you are finished, open each objective and select **Submit for Approval** (or Approve Objective).
- Objectives and related resource requests will be automatically routed to supervising administrators for review, recommendation, feedback, and funding through the budget process. Approved amounts and FOAPs will be recorded in SPOL for funded requests.
- Follow guidelines from the Curriculum Committee for presentations and other requirements outside of SPOL.



Resources (How To Guides):

- How to Develop the CPR Narrative
- How to Create Objectives and Resource Requests
- How to Use Advanced Formatting



Need help?

- SPOL: Stop by the PRIE Office.
- Contact one of the SPOL Implementation Team: Belinda Chan, Bryan Besnyi, Karen Dimalanta, Karen Wong, Sherrie Prasad, or Zahra Mojtahedi
- Curriculum Review: Contact the Curriculum Committee

NARRATIVE PROMPTS (STANDARDS)

Section I: Program Profile

I.A. Program Purpose

Describe the purpose of the program and how it contributes to the mission of Skyline College.

I.B. Program Student Learning Outcomes

List the current program student learning outcomes (PSLOs).

I.C. Program Review Team

Comprehensive program review is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the program review narrative. Include names and the title or role of each person.

Section II: Assessment, Analysis, and Findings

II.A. Program Effectiveness

Review data related to the program and assess the program's effectiveness at meeting its described purpose. Consider using college-wide data* for comparison purposes.

*See SPOL for list of standard data to explore. Additional data may be requested from PRIE by completing the Research Request Form available at <http://www.skylinecollege.edu/prie/request.php>.

Based on the data reviewed, describe the overall effectiveness of the program and any conclusions drawn from the data.

II.A.1 Progress on Prior Program Objectives (Goals)

Describe the progress made on prior CPR/APP objectives including identification of achievements or areas in which further effort is needed. If the program is new with no prior CPR/APP, comment on new program implementation.

Below the narrative box, use the Associate Objectives feature to select the related objectives. Once associated, you may also view each objective. If appropriate, edit the status to Completed or Discontinued.

II.A.2 Progress on Program Student Learning Outcomes

Describe the progress made on PSLOs including achievements, gaps in learning, and/or areas in which further effort is needed. Upload the TracDat report to the SPOL document repository in the Program Review folder for the current academic year (Program Uploads). Make sure the file name includes the program name or abbreviation (e.g., PRIE-TracDat 2017).

II.A.3.a. Program Personnel

Describe the current staffing structure of the program and how it aligns with achieving the purpose of the program.

II.A.3.b. Personnel FTE

Provide the current FTE of each category of personnel (FT Faculty FTE, Adjunct Faculty FTE, Classified Staff FTE, Administrator FTE).

II.A.4. Program Access

Describe matters of access relevant to your program such as offering patterns, service hours, F2F vs. DE offerings, availability of services to online students, on-campus vs. off-campus locations, unaddressed needs, and/or highly effective practices.

II.A.5. Program Environment

Describe key factors and changes impacting the program such as college initiatives, industry needs, regulatory changes, state mandates, grant requirements, personnel changes, demand for classes/services, and other issues.

II.A.6. Program Equity

Based on the data reviewed, highlight any progress and/or effective practices employed in the program to address identified student equity gaps and minimize disproportionate impact. Describe any pre-existing or anticipate program barriers in making progress. If you intend to request resources for objectives related to equity, explain any connections between barriers described and the support/resource(s) requested.

Section III: Program Curriculum (Programs with Course Offerings Only)

III.A. Curriculum Review

There are four steps to program review of curriculum:

- (1) Request your program's Course Offering Report from PRIE. Based on that report, take action to bank, delete, and/or reactivate courses. PLEASE SEE THE CPR WEBSITE (DIRECTIONS AND FORMS) FOR DETAILED INSTRUCTIONS. <http://www.skylinecollege.edu/comprehensiveprogramreview/directionsforms.php>
- (2) Review and update all course outlines on CurricUNET. PLEASE SEE THE CPR WEBSITE (DIRECTIONS AND FORMS) FOR DETAILED INSTRUCTIONS. <http://www.skylinecollege.edu/comprehensiveprogramreview/directionsforms.php>
- (3) Complete the Course Outline and Prerequisite Checklist Table. Upload the file to the SPOL document repository in the Program Review folder for the current academic year (Program Uploads).
- (4) Verify and document the two-year cycle of curriculum offering to ensure that students have access to courses necessary to complete certificates, degrees, and transfer in a timely manner. Review the sequencing of prerequisites.

Section IV: Reflection

IV.A.1. Considering Key Findings

Considering the results of CPR assessment, identify program strengths, challenges, opportunities, concerns, and areas in which further research is needed. Describe how the key findings can be used to improve program effectiveness in order to promote student learning and achievement.

IV.A.2. Aspirations

The key findings and program aspirations will be used as the foundation to build a strategy for program enhancement. - What is the ideal future of the program? - What long-term results does the program want to achieve? - How do the key findings prompt or inform the program's aspirations?

Section V: Strategy for Program Enhancement

V.A. Program Strategy

Based on the key findings and aspirations, develop a plan designed to enhance the quality of the program. Describe the strategy (or strategies) to be implemented over the next six years. Strategies could include intended changes or areas of inquiry to pursue.

V.B. Action Plan and Resource Requests

Develop one of more measurable objectives (goals) to begin in the next year. Each objective will include action steps and any related resource requests. No narrative response will be entered in this item, but the objectives you create will be printed automatically in the CPR report under this item.

- (1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.
- (2) IMPORTANT! Make sure to associate each objective to this standard in the CPR and link each objective to one or more Institutional Goals. Need help? Contact the PRIE Office for further instructions.