



# Program Review **Part 1B** & **Part II** 2019-2020

*Instructions: Please submit your completed Program Review forms by:*  
**Friday, May 22<sup>nd</sup>**

*If you need technical assistance, please contact Minerva Flores at [mflores@mendocino.edu](mailto:mflores@mendocino.edu) or x3011. For further questions, please contact Debra Polak at [dpolak@mendocino.edu](mailto:dpolak@mendocino.edu) or x3068.*

PROGRAM TITLE:	
PROGRAM CONTACT:	
*COMPLETING <b>PART II</b> OF PROGRAM REVIEW:	
SUPERVISOR/DEAN:	
VICE-PRESIDENT:	
DATE OF REPORT:	

## Instructions for Program Review 2019-2020

- ❖ All programs and departments are required to complete **Part IB**.
- ❖ Financial Aid, Vice-President of Student Services, Library, Information Technology and **ALL** Student Serving Departments complete **Part II**

### Part II for Academic Departments

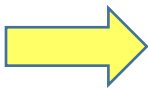
1. The Program Review/Curriculum Review/SLO Assessment combined cycle is a six-year cycle.
2. Annually: Faculty are responsible for Program Review Part IB and SLO assessment (discipline areas complete 25% of their course SLO assessments).
3. Year 5: Faculty in assigned **Group E**, are responsible for **Program Review Part II in the Spring** and the **5-year Curriculum Review in the Fall**. (ex. RLS completes Program Review Part 2 in Spring 2020 and 5-year Curriculum Review in Fall 2020)
4. Year 6: No departments will complete Program Review Part Two nor Curriculum Review.



# Six-Year Review Cycle for Academic Departments

The Program Review/Curriculum Review/SLO Assessment combined cycle is a six-year cycle.

- ❖ **Annually:** Faculty are responsible for Program Review **Part One** and **SLO assessment** (discipline areas complete 25% of their course SLO assessments).
- ❖ **Year 5:** Faculty in the assigned Group below are responsible for Program Review **Part Two** in the Spring and the **5-year Curriculum Review** in the Fall. (ex. RLS completes Program Review Part 2 in Spring 2020 and 5-year Curriculum Review in Fall 2020)
- ❖ **Year 6:** No departments will complete Program Review Part Two nor Curriculum Review.



GROUP E	GROUP D	GROUP C	GROUP B	GROUP A	2025
2020	2021	2022	2023	2024	
Spring- Program Review Part 2	Spring- Program Review Part 2	Spring- Program Review Part 2	Spring- Program Review Part 2	Spring- Program Review Part 2	
Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	
AOD	ADJ	AGR	ASL	ART	
BUS	AST	BIO	BSK	CLO	
CCS	AUT	CHM	COM	CSC	
CAM	CED (including all 197s)	CDV	EDU/LIB	DAM	
ECO	EGR	EAS-GEO-GEL-NRS	ENG	EMS	
HUS	FSC	HST	ESL	HLH	
MTH	MUS	LRS	PHL	KIN	
RLS	PHY	PSY	POL	NUR	
	PTA	SCI	SOC-ANT-SJS-ETH	PEA-PEF-PES-ATH	
	WLD	SCT	SPN		
		WOD	THE		

- ❖ For Program Review questions, please contact your Dean.
- ❖ For 5 Year Review of Curriculum questions, please contact the Curriculum Committee Chair.
- ❖ For SLO assessment questions, please contact the SLO Committee Chair.





Part 1B. A. 5-Year Equipment Cycle Requests


What qualifies as Equipment?




- 1. Lasts more than 1 year
- 2. Needs to be repaired
- 3. Is an independent unit
- 4. Overall cost is over \$500.00

 **NO** - *If you have answered NO, your item is a SUPPLY and you do not need to fill out this form. Please refer to the 4's and 5's request and forward to your supervisor.*

 **YES** - *If you answered YES, your item is EQUIPMENT and you will need to fill out the following grid. Please refer to the following spreadsheet <https://www.mendocino.edu/college/institutional-research/additional-resources> (click on **5 Year Equipment Plan Worksheet**).*

 *Please Note: Since this is a rolling plan, last year's "Year Two" requests should now become "Year One." You may also add new requests which were not included in last year's Program Review.*

 *Requests that are intended for employee use (**non-instructional**), please use the **Information Technology Request form***

**Please provide cost information, even if they are estimates.  
Equipment requests without cost information will not be considered.**



<b>5 – Year Equipment Cycle Requests Year 1</b>							
<b>Equipment Category</b>	<b>Rationale/Objective</b>	<b>Life Span</b>	<b>Cost Including Tax S/H</b>	<b>Installation Cost</b>	<b>Annual Maintenance Cost</b>	<b>Total</b>	<b>Instructional or Non-Instructional</b>



<b>5 – Year Equipment Cycle Requests Year 2</b>							
<b>Equipment Category</b>	<b>Rationale/Objective</b>	<b>Life Span</b>	<b>Cost Including Tax S/H</b>	<b>Installation Cost</b>	<b>Annual Maintenance Cost</b>	<b>Total</b>	<b>Instructional or Non-Instructional</b>



<b>5 – Year Equipment Cycle Requests Year 3</b>							
<b>Equipment Category</b>	<b>Rationale/Objective</b>	<b>Life Span</b>	<b>Cost Including Tax S/H</b>	<b>Installation Cost</b>	<b>Annual Maintenance Cost</b>	<b>Total</b>	<b>Instructional or Non-Instructional</b>



<b>5 – Year Equipment Cycle Requests Year 4</b>							
<b>Equipment Category</b>	<b>Rationale/Objective</b>	<b>Life Span</b>	<b>Cost Including Tax S/H</b>	<b>Installation Cost</b>	<b>Annual Maintenance Cost</b>	<b>Total</b>	<b>Instructional or Non-Instructional</b>



<b>5 – Year Equipment Cycle Requests Year 5</b>							
<b>Equipment Category</b>	<b>Rationale/Objective</b>	<b>Life Span</b>	<b>Cost Including Tax S/H</b>	<b>Installation Cost</b>	<b>Annual Maintenance Cost</b>	<b>Total</b>	<b>Instructional or Non-Instructional</b>





**Part IB B. Information Technology Requests**

If no requests are to be made, click here		Program/ Department:	
<b>Request #1:</b>			
Is this New or a Replacement?			
What is your IT request?			
Is this request critical to your area or department?			
How does this request relate to the <a href="#">Mendocino College Mission?</a>			
How does this request relate to the <a href="#">Mendocino College Vision?</a>			
How does this request relate to <a href="#">Mendocino College's Strategic Goals?</a>			
How does this request support your department/area <a href="#">SLO/SAO's?</a>			
Does this request support a state and/or federal Mandate?			
Additional Comments			
<b>Request #2:</b>			
Is this New or a Replacement?			
What is your IT request?			
Is this request critical to your area or department?			
How does this request relate to the <a href="#">Mendocino College Mission?</a>			
How does this request relate to the <a href="#">Mendocino College Vision?</a>			
How does this request relate to <a href="#">Mendocino College's Strategic Goals?</a>			
How does this request support your department/area <a href="#">SLO/SAO's?</a>			
Does this request support a state and/or federal Mandate?			
Additional Comments			



**Request #3:**

Is this New or a Replacement?	
What is your IT request?	
Is this request critical to your area or department?	
How does this request relate to the <a href="#">Mendocino College Mission?</a>	
How does this request relate to the <a href="#">Mendocino College Vision?</a>	
How does this request relate to <a href="#">Mendocino College's Strategic Goals?</a>	
How does this request support your department/area <a href="#">SLO/SAO's?</a>	
Does this request support a state and/or federal Mandate?	
Additional Comments	

**Request #4:**

Is this New or a Replacement?	
What is your IT request?	
Is this request critical to your area or department?	
How does this request relate to the <a href="#">Mendocino College Mission?</a>	
How does this request relate to the <a href="#">Mendocino College Vision?</a>	
How does this request relate to <a href="#">Mendocino College's Strategic Goals?</a>	
How does this request support your department/area <a href="#">SLO/SAO's?</a>	
Does this request support a state and/or federal Mandate?	
Additional Comments	



Part IB C. Facility Requests

<b>If no requests are to be made, click here</b>		<b>Program or Department:</b>	
<b>Request#1:</b>			
<b>What are your Facility Needs? Please Describe</b>			
<b>Do you have any safety needs with this request? Please Describe</b>			
<b>Does this request involve serving more students? Please Describe</b>			
<b>Are you experiencing, or expecting, growth in your area or department? Please Describe</b>			
<b>Is this request essential to your department or program operations? Please Describe</b>			
<b>How does this request relate to <a href="#">Mendocino College's Mission?</a></b>			
<b>How does this request relate to <a href="#">Mendocino College's Strategic Goals?</a></b>			
<b>Does this request contribute to the achievement of your program or department's <a href="#">SLO/SAO's?</a> Please Describe</b>			
<b>Does this request involve ADA compliance? Please Describe</b>			



<b>Request#2:</b>	
<b>What are your Facility Needs? Please Describe</b>	
<b>Do you have any safety needs with this request? Please Describe</b>	
<b>Does this request involve serving more students? Please Describe</b>	
<b>Are you experiencing, or expecting, growth in your area or department? Please Describe</b>	
<b>Is this request essential to your department or program operations? Please Describe</b>	
<b>How does this request relate to <a href="#">Mendocino College's Mission</a>?</b>	
<b>How does this request relate to <a href="#">Mendocino College's Strategic Goals</a>?</b>	
<b>Does this request contribute to the achievement of your program or department's <a href="#">SLO/SAO's</a>? Please Describe</b>	
<b>Does this request involve ADA compliance? Please Describe</b>	



<b>Request#3:</b>	
<b>What are your Facility Needs? Please Describe</b>	
<b>Do you have any safety needs with this request? Please Describe</b>	
<b>Does this request involve serving more students? Please Describe</b>	
<b>Are you experiencing, or expecting, growth in your area or department? Please Describe</b>	
<b>Is this request essential to your department or program operations? Please Describe</b>	
<b>How does this request relate to <a href="#">Mendocino College's Mission</a>?</b>	
<b>How does this request relate to <a href="#">Mendocino College's Strategic Goals</a>?</b>	
<b>Does this request contribute to the achievement of your program or department's <a href="#">SLO/SAO's</a>? Please Describe</b>	
<b>Does this request involve ADA compliance? Please Describe</b>	



<b>Request#4:</b>	
<b>What are your Facility Needs? Please Describe</b>	
<b>Do you have any safety needs with this request? Please Describe</b>	
<b>Does this request involve serving more students? Please Describe</b>	
<b>Are you experiencing, or expecting, growth in your area or department? Please Describe</b>	
<b>Is this request essential to your department or program operations? Please Describe</b>	
<b>How does this request relate to <a href="#">Mendocino College's Mission?</a></b>	
<b>How does this request relate to <a href="#">Mendocino College's Strategic Goals?</a></b>	
<b>Does this request contribute to the achievement of your program or department's <a href="#">SLO/SAO's?</a> Please Describe</b>	
<b>Does this request involve ADA compliance? Please Describe</b>	



**Part IB D. PROFESSIONAL DEVELOPMENT REQUESTS**

If no requests are to be made, click here		Program or Department:	
List the departmental requirements/plans for professional development not included in your normal budget. These requests will be considered for the 2018-2019 academic year			
<b>Request#1:</b>			
What are your department's professional learning objectives for the upcoming year? Please list 1-3 objectives (issues or topics your department should prioritize as professional development needs)			
What is the professional development request?			
Who will attend?			
What are the dates?			
How does this request relate to the <u>Mendocino College's Mission</u> ?			
How does this request relate to the <u>Mendocino College's Vision</u> ?			
How does this request relate to the <u>Mendocino College's Strategic Goals</u> ?			
How does this request contribute to the achievement of <u>SLO/SAO's</u> ?			
Estimated total:			



<b>Request#2:</b>	
<b>What are your department's professional learning objectives for the upcoming year? Please list 1-3 objectives (issues or topics your department should prioritize as professional development needs)</b>	
<b>What is the professional development request?</b>	
<b>Who will attend?</b>	
<b>What are the dates?</b>	
<b>How does this request relate to the <u>Mendocino College's Mission</u>?</b>	
<b>How does this request relate to the <u>Mendocino College's Vision</u>?</b>	
<b>How does this request relate to the <u>Mendocino College's Strategic Goals</u>?</b>	
<b>How does this request contribute to the achievement of <u>SLO/SAO's</u>?</b>	
<b>Estimated total:</b>	





**Request#3:**

<b>What are your department's professional learning objectives for the upcoming year? Please list 1-3 objectives (issues or topics your department should prioritize as professional development needs)</b>	
<b>What is the professional development request?</b>	
<b>Who will attend?</b>	
<b>What are the dates?</b>	
<b>How does this request relate to the <u>Mendocino College's Mission?</u></b>	
<b>How does this request relate to the <u>Mendocino College's Vision?</u></b>	
<b>How does this request relate to the <u>Mendocino College's Strategic Goals?</u></b>	
<b>How does this request contribute to the achievement of <u>SLO/SAO's?</u></b>	
<b>Estimated total:</b>	



**Request#4:**

<b>What are your department's professional learning objectives for the upcoming year? Please list 1-3 objectives (issues or topics your department should prioritize as professional development needs)</b>	
<b>What is the professional development request?</b>	
<b>Who will attend?</b>	
<b>What are the dates?</b>	
<b>How does this request relate to the <u>Mendocino College's Mission?</u></b>	
<b>How does this request relate to the <u>Mendocino College's Vision?</u></b>	
<b>How does this request relate to the <u>Mendocino College's Strategic Goals?</u></b>	
<b>How does this request contribute to the achievement of <u>SLO/SAO's?</u></b>	
<b>Estimated total:</b>	



### Part IB E. Outreach and Recruitment

If no requests are to be made, click here

Program or Department:

Please utilize this form for requests related to outreach and recruitment.

Outreach Need	Marketing Services	Graphic Arts	Funding Available in Dept.?



## Part IB F. CTE PROGRAM 2-YEAR REVIEW

NOT a Career and Technical Education Program, click here:

California Education Code section 78016 requires that every vocational or occupational training program offered by a community college district shall be reviewed every two years to ensure that each program, as demonstrated by available sources of labor market information:

- meets a documented labor market demand; Centers of Excellence
- does not represent unnecessary duplication of other manpower training programs in the area;
- is of demonstrated effectiveness as measured by the employment and completion success of its students

***For information regarding Data, please contact [mflores@mendocino.edu](mailto:mflores@mendocino.edu)***

Any program that does not meet these requirements shall/may be terminated within one year. The review process required by this section shall include the review and comments by the local Private Industry Council. A written summary of the findings of each review shall be made available to the public - **California Code, Education Code - EDC § 78016**

CTE Advisory Committee Agendas/Minutes

### PROGRAM-SPECIFIC DATA

Provide the following information for **each** certificate and/or degree in the discipline.

Does this program continue to meet a labor market demand?

Program:

Certificate/Degree

*Labor Market Information*

Year:

Wages:

Hourly Mean:

Estimated Years:

*Employment Change*

Number:

Percent:

Source:

Does this program prepare students to transfer to a 4-year college or other education/training program that meets a labor market demand?

Does this program duplicate another person power-training program?

If YES, identify the program(s) and explain briefly how the duplication is necessary.



### Student Success Data

Persistence; Completion; Transfer; Employment; SLO Assessment Results; Demographic data [all compared with institutional data]. Provide a brief analysis of the program's student success data:

Empty response area for Student Success Data.

### CTE 2 yr Curriculum/Prerequisite Review

Completing this section of program review will be mandatory as of Fall 2016. Title V requires all CTE programs to review their prerequisites every two years. Have you reviewed your degrees' and certificates' curriculum and prerequisites/co-requisites with your advisory committee? Please briefly summarize that meeting or submit meeting minutes to your Dean. What, if any, changes did they recommend?

Empty response area for CTE 2 yr Curriculum/Prerequisite Review.



**NON-INSTRUCTIONAL  
Program Review Part II**

Not a  
Non-Instructional  
Program?

**Financial Aid, Vice-President of Student Services, Library, Information Technology and ALL Student Serving Departments**

**F. SERVICE AREA OUTCOME ASSESSMENTS**

Approved SAOs can be found on the [SAO website](#). All outcomes should be assessed for your program/department.

SAO	Assessment Method	Assessment Results	Plan for Improvement	Assistance Needed?



**Part II F. Self-Assessment instrument – Non-Instructional**

Please read the following evaluative statements and indicate a number between **1 and 5** to indicate how well you feel the statement describes your office or program. Choosing the number 1 indicates that you Strongly Disagree with the statement as an evaluation of your office or program; indicating the number 5 indicates that you Strongly Agree with the statement as an evaluation of your office or program.

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1	2	3	4	5

Statement	Rating
1.) The office or program has the staff necessary to handle the workload currently generated by faculty, staff and students	
2.) The office or program has the tools and technology necessary to handle to workload currently generated by faculty, staff and students	
3.) Sufficient time and resources are available for professional development activities.	
4.) The department has effectively implemented internal controls including the assignment of responsibilities such that no employee has complete control over key financial and business responsibilities	
5.) Workload in the office or program is distributed equitably	
6.) The program has sufficient faculty (full-time and part-time) to meet student demand for courses.	
7.) Job descriptions of members of the office or program are current and reflect current staff responsibilities	
8.) Performance evaluations are performed in a timely manner	
9.) Policies and procedures relevant to the department are readily available either on-line or printed	

If you chose **1, 2, or 3** for any statement, and would like to discuss that evaluation, please enter your comments here:



**You have completed your 2019-2020  
Program Review Part IB. If proceeding to Part II  
(Instructional Programs in Group E), click  
“Part II” if not, click “Submit”**

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**Program Review Part II – GROUP E  
INSTRUCTIONAL DEPARMENTS**

**GROUP E: AOD, BUS, CCS, CAM, ECO, HUS, MTH, RLS. If you are an instructional program, please complete the following tables. For information specific to your department, please use the Student Success Analyzer and/or Degrees/Certs Earned**

**PART II Program Student Learning Outcomes Assessment (PSLOs)**

**If your course SLO's are not mapped, please contact the Dean of Instruction, Dr. Rebecca Montes as [rmontes@mendocino.edu](mailto:rmontes@mendocino.edu)**

<b>PSLO's (List All)</b> Your program-level student learning outcomes ( <u>PSLOs</u> ) must be assessed.	<b>Assessment Results</b> They can be assessed based on: 1.) Student Surveys, 2.) Program Completers, 3.) And/or analysis of course SLO's that are mapped to PSLO's	<b>Action Needed, If Any</b> ("Action Needed, If Any") include any desired revision in program design, curriculum, instructional delivery methods, or changes in the <u>PSLOs</u> themselves.	<b>Year Assessed</b>



**Previous Course and Program Assessment results and action taken/resolution:**

Blank area for reporting previous course and program assessment results and action taken/resolution.

**Summary assessment of students' overall achieving of the program course and program student learning outcomes. What are the strongest areas for your courses and programs? What areas need further development? What are you plans for achieving that development? Are your assessments across sections, locations and modality?**

Blank area for providing a summary assessment of students' overall achieving of the program course and program student learning outcomes, including strongest areas, areas needing further development, and plans for achieving that development.



### A.2 Self-Assessment instrument

Please read the following evaluative statements and choose a number between 1 and 5 to indicate how well you think the statement describes your program. The number 1 indicates that you strongly disagree with the statement as a description of your program and the number 5 indicates that you strongly agree with the statement as an evaluation of your program.

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1	2	3	4	5
Statement				Rating
1.) Current curriculum meets the learning needs of student				
2.) Course offerings reflect the state of knowledge in the discipline				
3.) Course SLOs are being measured and outcomes assessed for most courses				
4.) The program has sufficient faculty to achieve its goals				
5.) The program has sufficient academic resources (e.g. hardware/software, technology, dedicated space) to achieve its goals				
6.) The program has sufficient faculty (full-time and part-time) to meet student demand for courses.				
7.) The program receives sufficient administrative support to achieve its goals				
8.) Program goals are based upon current resources				
9.) Program goals require significant new resources				

If you chose 1, 2, or 3 for any statement, discuss that evaluation and enter your comments here:

Large empty text area for providing comments on evaluations.



### Success and Retention

a. Reviewing Analyzer data, how does your program compare to the College as a whole regarding student success and student retention?

b. Over the past several years, is student success, retention, and enrollment consistent in your classes? Improving? Declining?

c. How many students are declared majors in your degrees/certificates? How many completers have you had over the past five years in these degrees and certificates?

d. Please provide information which may explain any data that is not satisfactory.

### Equity

a. Referring to Analyzer data, or term data, how does this program compare with the college as a whole in enrollment, success and retention when disaggregated by race, ethnicity, gender and age?

b. Can you identify factors which may be limiting equity within the program? Do you have any ideas on how these factors can be ameliorated?

### Efficiency

a. Reviewing the Analyzer Data, how does the efficiency (in terms of FTES/FTEF) of the program compare to the efficiency of the College as a whole?



<p>b. Does the data indicate any trends in program efficiency over the past five years? Are these trends concern for the program?</p>	
<p>c. Are there factors or conditions (e.g. mandated enrollment limits) that may be affecting program efficiency? If so, please explain.</p>	
<b>Outreach</b>	
<p>a. Briefly describe the program's current efforts to build and maintain relationships with various segments of the community.</p>	
<p>b. What are the program's plans, if any, to build new relationships or strengthen existing relationships over the next three years?</p>	
<p>c. What changes or resources are needed to build or strengthen relationships with other segments of the community?</p>	



## Program Assessment

Considering your SLO Assessments and data review, please answer the following questions:

What are the Strengths of your program?

What are its challenges and how might they be addressed?

Are any changes in the field anticipated that will affect your program?

Are any curricular changes (modifying a program, adding new classes, adding prerequisites to improve success in a course, inactivating a certificate) called for?

Are there any other ways the college, senate and/or colleagues can support the success of your students?



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS

**You have completed your 2019-2020  
Program Review Part IB and II. Please  
click the submit button below:**

