De Anza Opening Week, Fall 2023
Preparing for Program Review
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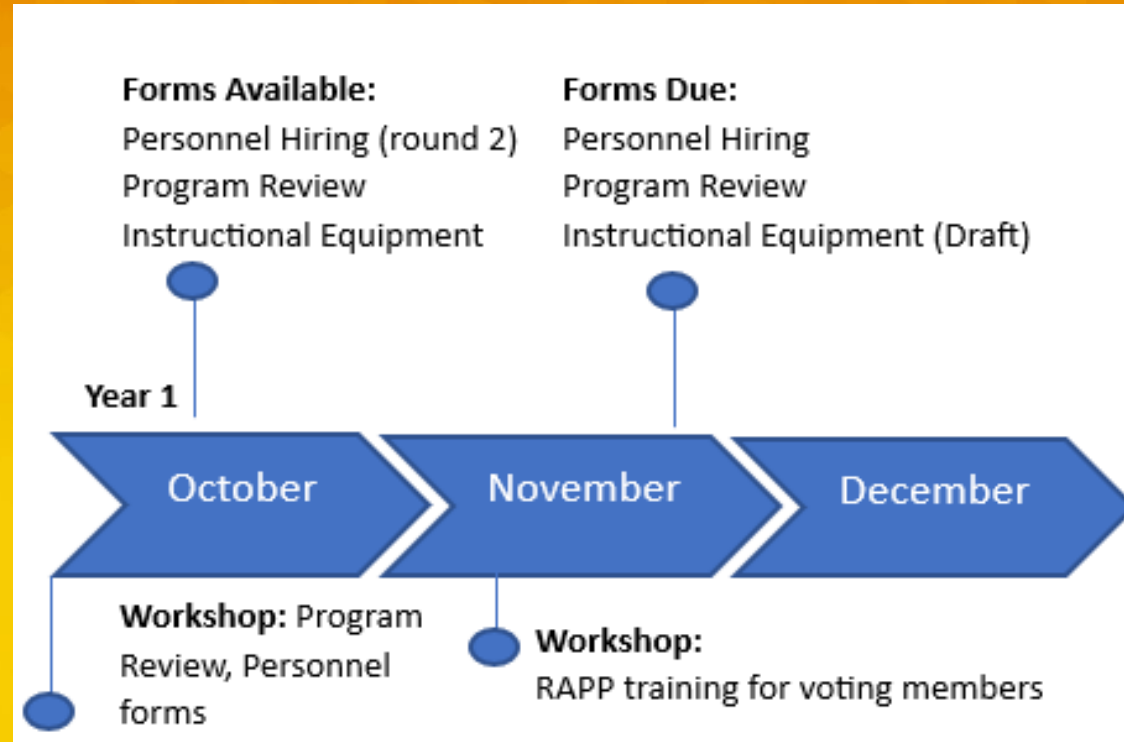
Outcomes and Objectives

Objective for Today's Workshop

Attendees will be prepared to complete their comprehensive program review form, specific to the area in which they work.
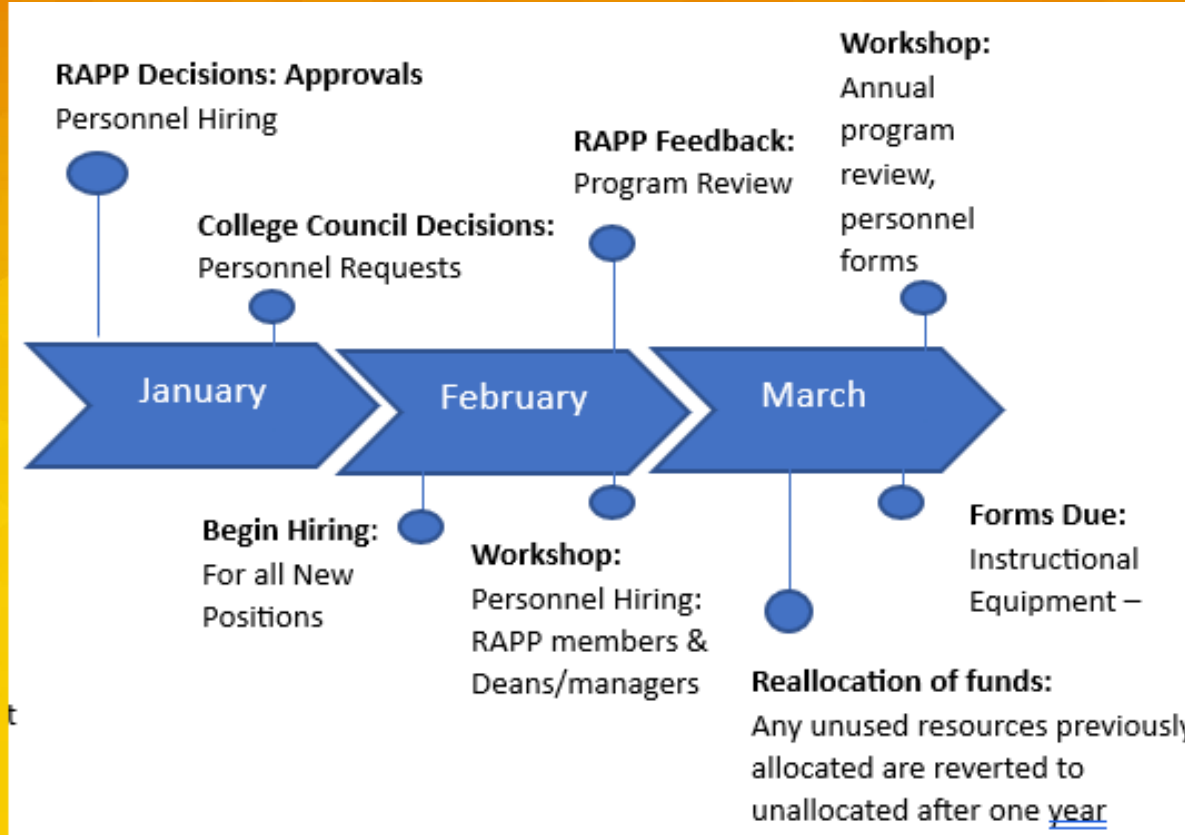
Outcomes

- Develop a better understanding of how program review can be a tool to help the area meet its mission and outcomes.
- Understand the changes to the program review process
- Develop a greater understanding of the elements of the new program review forms.
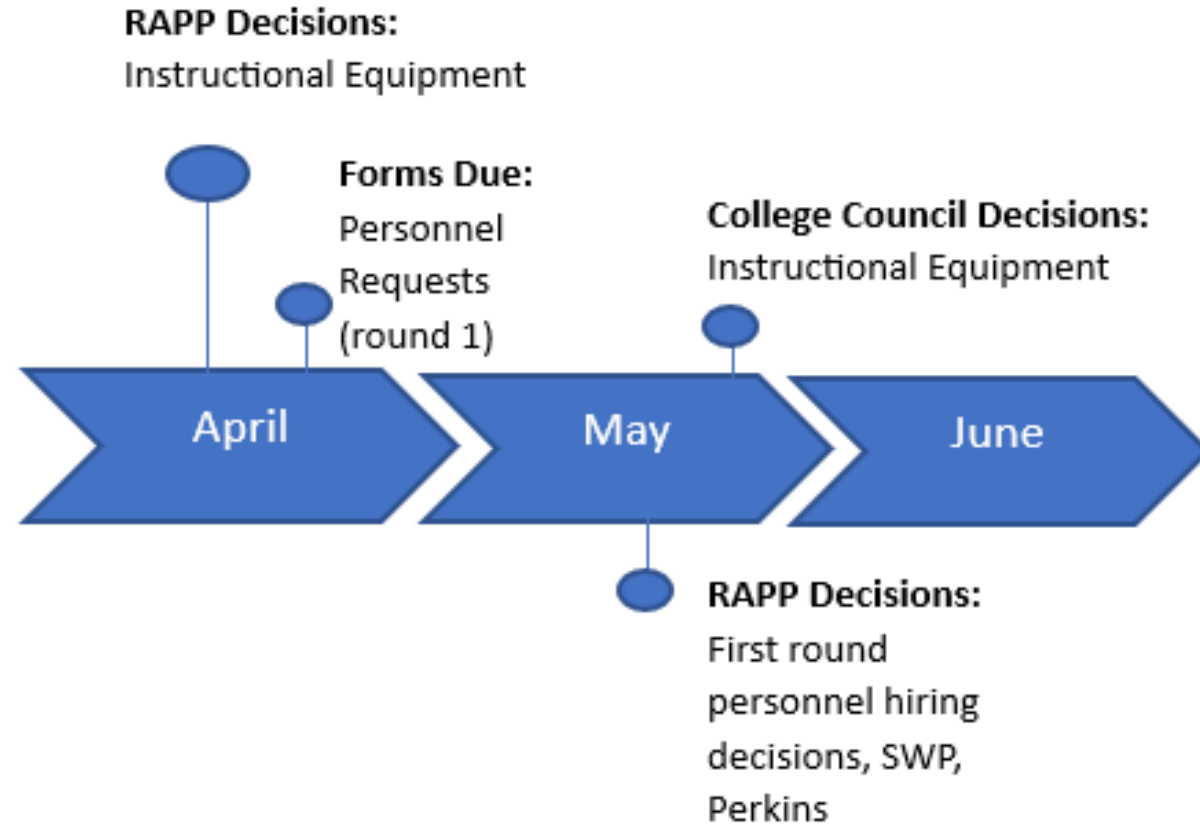- Answer questions around the new process and forms.

RAPP Timeline

Year 1

Forms Available:
Personnel Hiring (round 2)
Program Review
Instructional Equipment

Forms Due:
Personnel Hiring
Program Review
Instructional Equipment (Draft)

October   November   December

Workshop: Program Review, Personnel forms

Workshop: RAPP training for voting members

Purchasing:

Departments Begin Purchasing Based on Instructional Equipment Requests

Year 2

New Faculty Start

July → August → September
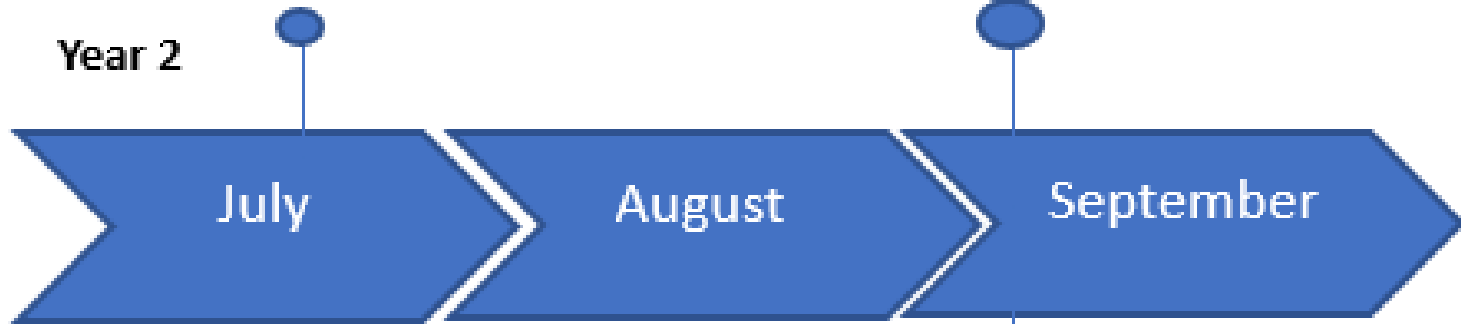
Begin to use new Instructional Equipment

Program Review Flow Chart

Division Meetings → **Department Meetings**

Equity Plans · Learning Outcomes Assessments · Program Data

→ **Program Reviews** → **Deans** → **Resource Allocation and Program Planning (RAPP) Committee**

RAPP Prioritizes Allocations Per Program Review Inputs --- **Budget Advisory Committee Informs RAPP of Available Resources**

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Deans or Chairs Respond to Program Review Inquires

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RAPP Makes Recommendations --- **Senior Staff**

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College Council

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President

Updated Program Review Process

Schedule

- Comprehensive program review - Fall 2023
- Annual reflection - Fall 2024 & 2025
- Comprehensive program review - Fall 2026

Process

- RAPP holds collegewide training on program review form and review process.
- RAPP trains members on how to review and provide feedback on program review forms.
- RAPP provides feedback to the area on their program review submission.
- Program review forms are used to inform ongoing resource allocations including instructional equipment and personnel requests.

Updated Program Review Process

Each area has a unique form targeted to the population in which they serve on campus:

- Administrative Services and Learning Resources
- Administrative Services and Other Areas
- Instruction
- Student Services (CAS forms already completed in spring 2023)

All Program Review related forms are available on the RAPP website: https://www.deanza.edu/gov/rapp/program_review.html

Institutional Foundations for Program Review

Our Vision

Empower all students to attain their educational goals, develop an equity-based mindset and become civic leaders in their communities.

Mission

Mission Statement

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world. The college engages students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression

- Information literacy

- Physical/mental wellness and personal responsibility

- Civic capacity for global, cultural, social and environmental justice

- Critical thinking

Student Success Factors

We will provide support in six key factors of student success. Our students will be:
- **Directed**, with a goal and the knowledge of how to achieve it.
- **Focused**, staying on track to achieve that goal.
- **Nurtured**, feeling that we want to, and do, help them to succeed.
- **Engaged**, actively participating in class and extracurricular activities.
- **Connected**, feeling that they are part of the college community.
- **Valued**, with their skills, talents and abilities recognized, and with opportunities to contribute on campus and feel that their contributions are appreciated.

Area Mission

Mission

A. Department Information
Mission

Please enter your department's mission statement here.

N/A

How does your program mission statement relate to the mission, vision and values of the college? (https://www.deanza.edu/about-us/mission-and-values.html)?

N/A

Crafting a Meaningful Mission

- A mission statement is at the core or your area and defines its purpose.

- A clear mission statement should capture the essence of the area. It should:
  - Define its purpose
  - Outline its primary objectives
  - Clearly state why it exists

- A mission statement should guide the actions of your area and include a focus on your learning outcomes.

- A well-crafted mission provides the framework in which your area can achieve its goals and learning outcomes.

- The statement should be in the present tense.

- It should be short, clear and powerful.

- It should use simple and concise terminology.

- It should speak loudly and clearly.

- It should invoke enthusiasm and excitement for your area.

Goal Setting

Purpose of Goals

- Goals measure how effectively you are achieving your desired outcomes.

- Goals should be aligned with your area mission and help it achieve its learning outcomes.

- Goals should lead to a prioritization of resources to be requested through the program review process.

- All areas will be asked to set a goal, devise a strategy to reach the goal and annually evaluate its progress through the annual program review reflection in years 2 and 3.

Goal Setting

Program Goals

Enter 2-3 goals for your department to be achieved by spring 2027. Each annual reflection will ask your department to report on progress in meeting your goals. Each goal should be aligned to your department's mission and the college mission. All resource requests and personnel requests should be aligned with your program's mission and goals.

Goal title	Goal description	Responsible parties	Collaboration with	Guided Pathways engagement	What evidence will be used to monitor progress?	How will you assess achievement of the goal?
sasdfdf	asdfsd	asdfsd	asdfsd	asdfsa	asdf	asdf
sdf	asdfs	asdf	asdf	asdf	asdf	asdf

Goals should be SMART:

Specific, try focusing on only one area at a time with a clear outcome.

Measurable and allow you to track progress.

Achievable, identify what you need to do to make it happen.

Realistic, possible to achieve given the current resources.

Time-bound, set a time for achieving the outcome and seeing results

Smarter Goal

Learning Outcomes

Learning Outcomes vs. Goals

- **Purpose of Learning Outcomes**: To improve the skills, knowledge and ability of those served by your area.
  - Focused on the student or employees served and their learning progress.

- **Purpose of Goals**: Improving the infrastructure within your area to make the outcomes achievable.

  - **Example SLO**: The student will be able to read and analyze intermediate level code.
  - **Example Assessment**: Students are given a program to analyze and read at any point in the quarter.

  - **Example Goal**: Expand the Python program to include a greater focus on data science skills by adding a course in Data Science.
  - **Example Assessment of Goal**: Within 3 years, the Data Science course is available for students to enroll and is part of a degree.

Applies to Student Learning Outcomes (SLOs), Student Services Learning Outcomes (SSLOs) and Administrative Unit Outcomes (AUOs)

1. Summarize the dialogue that has resulted from the learning outcomes assessments.
2. What specific strategies has your department implemented, or plan to implement, based on the results of the assessments conducted?
3. How do these strategies align with the program/area's mission and goals?

- **What types of dialogue does your area engage in around its learning outcomes?**

- **Questions to consider:**
  - Do your learning outcomes inform your course curriculum, content and instructional materials?
  - Do your learning outcomes inform the services you provide, how and when they are provided and in what format?
  - Do you use the learning outcome process as an opportunity to assess student or employee learning, make changes, implement the changes and reassess?
  - Does your department use the program review process as a collaborative and intentional opportunity to improve student and employee outcomes?

More on the Instructional Form

- Asked to review data and report on the following areas:
  - Enrollment trends
  - Course success trends
  - Course success with disproportionate impact
  - Teaching and learning strategies to help narrow gaps in course success
  - Awards
  - Reflecting on award offerings
  - Staffing trends and needs

Data for all instructional programs is auto-populated WITHIN the form!
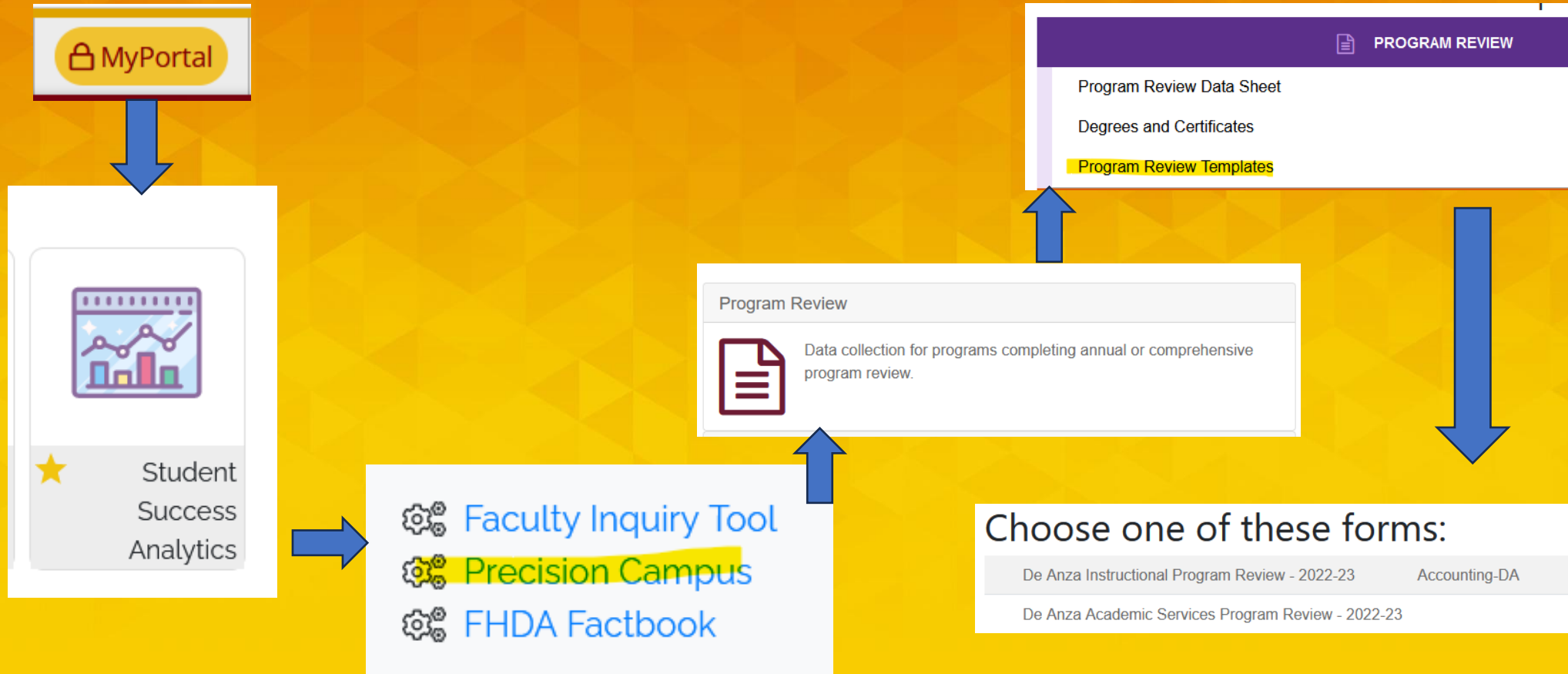
Staffing Trends

Faculty Workload

Faculty Workload
Business/Computer Systems - Accounting-DA

	2017-18	2018-19	2019-20	2020-21	2021-22	5-yr %Inc
Full Time Load	6.5	5.5	4.2	5.1	5.2	-20%
Full Time %	45.0%	43.5%	32.0%	38.0%	47.2%	5%
Overload	3.0	3.2	2.6	1.7	1.0	-66%
Overload %	20.6%	24.7%	19.8%	12.4%	9.0%	-56%
Part Time Load	5.0	4.0	6.3	6.7	4.8	-3%
Part Time %	34.4%	31.8%	48.2%	49.6%	43.8%	27%
Total FTEF	14.5	12.7	13.1	13.4	11.1	-24%

What trends do you see in the last five years in regard to the Full Time %? (i.e., percentage of classes being taught by full time faculty, not including overload or summer)

☐   the data trend shows an increase in Full Time %

☐   the data trend shows a decrease in Full Time %

☐   the data trend shows no change in Full Time %

Accessing the CPR Form
(instruction, academic services)

MyPortal

Student Success Analytics

⚙ Faculty Inquiry Tool
⚙ Precision Campus
⚙ FHDA Factbook

Program Review

Data collection for programs completing annual or comprehensive program review.

PROGRAM REVIEW

Program Review Data Sheet

Degrees and Certificates

Program Review Templates

Choose one of these forms:

De Anza Instructional Program Review - 2022-23	Accounting-DA
De Anza Academic Services Program Review - 2022-23	

Closing the Loop

Feedback on Program Review

Area	Commendations	Feedback for Improvement	Comments
Mission • Mission is clearly defined • Indicates the students served • Indicates the services offered • Mission is linked to college mission, vision and values			
Program Goals • Goals are clearly defined • Evidence is provided as to how progress will be monitored • An assessment plan is included on how the goal will be achieved			

RAPP will review the program review forms and provide feedback to each area. Areas will be asked to report in the Annual Update how they used the feedback.

Annual Update Form

1. Briefly describe how your area has used the feedback from the Comprehensive Program Review provided by RAPP members.

2. Describe any changes or updates that have occurred since you last submitted program review.

3. Provide a summary of the progress you have made on the goals identified in your last program review.

4. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.

5. Describe the impact to date of previously requested resources (personnel and instructional equipment) including both resource requests that were approved and were not approved. What impact have these resources had on your program/department/office and measures of student success or client satisfaction? What have you been unable to accomplish due to resource requests that were not approved?

6. How have these resources (or lack of resources) specifically affected disproportionately impacted students/clients?

7. Reflection on learning outcomes: list learning outcomes, method of assessment, summary of assessment results, reflection on results, strategies implemented.

Questions?