



ALAMO
COLLEGES

PALO ALTO COLLEGE

PROGRAM REVIEW

Academic Programs

[Program Name]
[2012-13] through [2016-17]
Submitted [2016-17]

[Name(s)], Program Review Team
[Name], Department Chair
[Name], Dean

[Month] [Year]

PROGRAM REVIEW SIGNATURE PAGE-Academic Programs

(Please place as first page of the Program Review)

Program

Department

We the undersigned have prepared this report and have read it in its entirety:

Program Review Team Member

Program Review Team Member

Program Review Team Member

Program Review Team Member)

Program Review Team Leader

Department Chair

Dean

Chair of College Program Review Committee

Vice President

President

Program Review Summary by Chair (1 p)

[To be completed by the department Chair. The Chair is to provide a summary that concisely describes the program, its accomplishments, and primary issues]

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Executive Summary (1 p)

[To be completed by the Program Review Team Members. Write a one-page summary that concisely describes the program, what you believe to be relevant data trends (i.e. enrollment trends, PGR, Graduation rates, etc.), accomplishments, and primary issues. Conclude the summary by succinctly listing the program's five-year goals.]

Program Overview (3-5 pp)

[Provide the Program Review Committee with a general understanding of the mission and history of the program as well as the current state of the program. Specifically, the Overview shall address the following:]

Program Mission

[What is the mission of the program? **Tip: Your Program Mission is listed with your Unit Plans; see your Chair for previous Unit Plans.**]

History of the Program

[Include a brief discussion of relevant historical information and a description of the current program. Include changes over the past 5 years in scope, delivery methods, staffing, etc.]

Support of the Palo Alto College Strategic Plan

[How does your program and offerings contribute to the College's Strategic Goals?]

Role and Purpose of the Program

[Are these courses serving students seeking a degree or certificate? Do these courses serve as part of the core curriculum? Are students taking these courses preparing to enter the workforce or preparing for transfer?]

Partnerships

[For A.A.S. programs, discuss the extent to which the program cooperates or partners with business and professional or community organizations. Consider joint use of facilities, articulation agreements, and advisory committee support. Identify advisory committee members with titles/affiliations; note when the advisory committee has met, and how the committee is used.]

Program Review (10-11 pp)

[The Program Review will provide a more detailed assessment of the program results and resources. Specifically, the Review shall address the following:]

Curriculum

1. **Certificates and Associated Degrees:** [Describe the focus of each certificate option associated with the program, and list the course requirements/hours required for each certificate and its alignment with any associated degree. List total hours for any degree associated with this program, its transferability, existing 2+2s.]
2. **Student Learning Outcomes:** [Describe how SLOs are determined for the courses in your discipline, crosswalk course SLOs with program SLOs, crosswalk current course SLOs with current Core Objectives (the institutional SLOs) **Tip: Consult with Chair for program SLOs.**]

3. **Curricular Review:** [Describe the process used to review and improve the curriculum. Describe how your course SLOs and program SLOs are assessed. **Tip: Consult with Chair for program SLOs.**]

Program Success

1. **Enrollment:** [For your program consider **enrollment, contact hours, majors, graduates, certificates awarded,** and **average class size** over the past five years: report and analyze trends in these figures, consider reasons behind these trends, discuss impact on the program and college, and consider future trends.]
2. **Student Success:** [For grades, **PGR, high risk courses** (PGR under 70%), analyze and report trends over the past five years, factors contributing to those trends, impact on program and college, and consider possible future trends.]
3. **Student Evaluations:** [Report and analyze trends in **student evaluations;** consider any other indications of student responses to the program.]

Faculty Review

1. **Profile of Full-Time Faculty:** [Names, qualifications, courses taught, college service, professional development; reported over the five-year period of review. **Tip: For courses taught, see your Dean for teaching loading reports.**]
2. **Adjunct faculty:** [Report and analyze trends in FT/PT ratio, number of adjuncts employed, availability of adjunct faculty. Describe support and professional development offered adjunct faculty and requirements of adjunct faculty]

Program Review and Unit Planning

[Now that the current state of the program has been reviewed, consider the goals and action plan written for the previous program review report. How much progress has the program made toward each of these goals? How was the action plan implemented through each successive unit plan; how was the action plan altered by time and circumstances? How did the unit plans and the last program review serve to improve the program?]

SWOT (Strengths, Weaknesses, Opportunities, and Threats)

[Based on the analysis of the past five years, what are the programs existing strengths and weaknesses, what are the program's opportunities to improve or strengthen, and what are the existing or impending threats to the program?]

Program Review Outcomes and Conclusions

1. **Recommendations and Five-Year Goals:** [This program review should produce a set of recommendations for the program and a set of goals for the next five years. Progress toward these goals will be reflected in each of the next five annual unit plans. Describe these recommendations and goals here.]

2. Five-Year Action Plan

[The five-year action plan should outline the steps that will be taken to reach the new program goals. These, too, will be reflected in each of the five subsequent unit plans.]