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| **Program Name**: | Click here to enter text. |
| **Academic Year:** | Click here to enter text. |

**Program Integrated Planning and Review**

**AEC, Counseling, Library**

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Gavilan College

Administrative and Student Services Program Planning and Review

Academic Year 2018-19

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# Purpose, Standards and Resources

## Purpose

The general purpose of this self-study and three-year program strategic plan is to provide each program with a roadmap for focusing on and improving student success and completion.

Specifically, program review facilitates:

* Create a three-year plan for each program
* Institutional & program improvement through the comprehensive self-study, peer review, and planning process
* Develop of a three-year budget request plan, including data to support annual budget requests
* Create a living document that provides all basic information and forward planning for each program; can be referenced by stakeholders via public website
* Provide program leadership continuity of expertise (e.g., a department chair change)
* Establish a baseline for the integrated planning process and cycle
* Program viability assessment
* Accreditation compliance; board policy / administrative procedure compliance (c.f[. BP/AP 4020](http://www.gavilan.edu/administration/board/documents/ApprovedChapter4BPAP.pdf))

## Definitions and Terms:

* Program Integrated Plan and Review (PIPR)
* All data should be based on three-year history and trends
* **Retention *–*** Students who stayed through the end of the term
* **Success –** Students who complete with a C or above

Whenever this symbol appears in the document, remember to address this question in your three year planning grid at the end of the document.

## Resources:

You will find information to complete this report in the following locations:

* [Gavilan Course Catalog](http://www.gavilan.edu/catalog/index.php)
* Gavilan College Website
  1. [Educational Master Plan](http://www.gavilan.edu/administration/budget/EducationMasterPlanFlipbook.php)
  2. [Gavilan College ILOs](http://www.gavilan.edu/administration/ilo_map/index.php)
  3. [Mission Statement](http://www.gavilan.edu/about/index.php)
  4. [Strategic Plan](http://www.gavilan.edu/administration/board/Gavilan_StrategicPlan_2017_2022,%20BOT%20Approved.pdf)
* [PIPR Website](http://www.gavilan.edu/staff/program_planning/index.php)
  1. [Previous Departmental Planning and Review Report](http://www.gavilan.edu/staff/program_planning/Past_Plans.php)
  2. [Previous Annual Plans](http://www.gavilan.edu/staff/program_planning/Past_Plans.php)
  3. [Degrees and Certificates Awarded report](http://www.gavilan.edu/about/research/reports.php)
* [Gavilan Intranet](https://my.gavilan.edu:8447/cas-web/login?service=https%3A%2F%2Fmy.gavilan.edu%2Fc%2Fportal%2Flogin)
  1. SLO Website/ curriQunet
  2. GavData :
* (Equity Tab) Complete Program Review Data Sheet
* Other GavData (paths listed in the document)
* [Argos](https://evmaps.gavilan.edu/Argos/AWV/#explorer/)

4) [CCCCO Scorecard](https://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=441)

# Program Plan and Review Timeline

| **When** | **Description** | **Participation** |
| --- | --- | --- |
| Sept | Program Lead training, including website ‘tour’, GavData and other data site overview. PIPR support team is assigned to each Peer Review team (Week 2).  Program Lead provides budget codes to PIPR for submission to Business Office (Week 2). | PIPR Chair  All Department Chairs |
| Sept - Oct | Program Lead seeks assistance from support team, department faculty, Dean, others to gather information for report (on-going, as needed). Write Program Report draft (Weeks 2 – 10). | Program Lead |
| Nov | Initial draft due (Week 10).  Peers review report, make suggestions, and identify areas of improvement. Sign off on last page of report (No later than Week 14).  First Draft revision begins (Week 12). | Program Lead  Peer Review Team |
| Dec | 2nd draft due to Dean to review, request additions/ clarifications (Week 16). | Program Lead  Dean |
| Feb | Dean-reviewed document returned to Program Lead with revision and planning recommendations, if needed. If report is complete and approved, Dean signs and forwards completed report to PIPR (Week 1) | Program Lead  PIPR  Dean |
| Feb -March | **If needed**, Program Lead makes edits as needed to report (Weeks 2-5).  Final report sent to Dean for approval and signature (Week 6).  Dean forwards approved document to PIPR (by Monday of Week 8). | Program Lead  Dean |
| Feb - May | PIPR reviews final documents. Approves final report (weeks 2-16). | PIPR |
| June | PIPR Chair presents annual report to Board | PIPR Chair, Board |
| June-Aug | Final reports submitted to Dean’s Council and President’s Cabinet as information item. | Deans Council, Cabinet |
| Sept | Final documents to Academic Senate and ASGC as information item. | Academic Senate,  ASGC |

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# Executive Summary

Please provide a brief (500-600 word) executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for your next three years. Your audience will be your Peer Review Team, the PIPR Committee, President’s Cabinet, Dean’s Council, ASGC, Academic Senate, Budget Committee and Board of Trustees.

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# Program Mission and Accomplishments

## Gavilan College Mission Statement

Through innovative practices, Gavilan College cultivates learning and personal growth and prepares students of all backgrounds and abilities for success.

Provide a brief overview of the program and how it contributes to accomplishing the mission of Gavilan College. In addition to a basic overview of your program’s structure and services, be specific in connecting your program’s services to elements of the mission statement.

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## Response and follow-up to previous program reviews

On the [**PIPR website**](http://www.gavilan.edu/staff/program_planning/Past_Plans.php), locate and review your previous program plan and review (self-study) and subsequent program plan updates. After studying, please complete the following questions:

Briefly describe the activities and accomplishments of the program with respect to

a) PIPR recommendations; and

b) Each goal since the last program plan and review.

Have the services of your program changed over the past three years? Feel free to include additional program accomplishments/ milestones that were not a part of your previous plan here.

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# Student and Program Outcomes

## College Goal for Student Achievement

Increase Scorecard Completion Rate for Degree and Transfer

The College has a primary aspirational goal of increasing the Completion rate from 46% to 53.5% on the **CCCCO Scorecard Completion Rate for Degree and Transfer [**[**view**](http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=441#home)**] by 2022.** The completion rates in the Scorecard refers to the percentage of degree, certificate and/or transfer-seeking students tracked for six years who completed a **degree, certificate, or transfer-related outcomes (60 transfer units).**

As you answer the questions below, please consider how your program is helping the college complete this aspirational goal of increasing the Gavilan College Degree, Certificate, and Transfer Completion rate by 7.5 percentage points on the CCCCO Scorecard by 2022.

## Success

The following questions refer to data regarding student achievement.

The following questions refer to data regarding student achievement.

**Path:** [GavData](https://gavilan.higheredprofiles.com/#!/)🡪 Program Review/ Equity🡪Complete Program Review Data Sheet

On your *Complete Program Review Sheet* in GavData, find the College Course Success information on the main page. Now find your discipline’s course success information. Consider your department retention and success rate trends over the last three years. Compare your overall retention to the college average.

1. Are these rates what you expected? Are there any large gaps? Is there anything surprising about the data? What trends are suggested by the data?

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2. What are your set goals for course success? If your department does not have set goals, please determine this now. Do your individual course and department rates meet this goal?

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**If your rates for success are lower than your goals, what are your plans to improve them? Address these initiatives in your Three-Year Program Plan at the end of this document.**

3. What percent of students does your area serve? How did they perform in comparison to those that did not use your services, if applicable? Given this information, how has your service or area supported student success and retention over the past three years?

* For comparison data information, supply student ID numbers to RPIE.
* **Plan Ahead**: Please allow one month for comparison analysis results.

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4. Refer to your [previous three-year plan](http://www.gavilan.edu/staff/program_planning/Past_Plans.php) for your stated outcomes and initiatives that were evaluated. Using your previous plan, consider and comment on the following questions.

* + What were the measured outcomes of specific initiatives over the past three years?
  + What groups are you measuring? Is there a comparison group—for example, against the college average or students who do not participate in your activity?
  + What indicators are you measuring?

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**Given the preceding sections, what goals need to be set and what initiatives need to be**

**developed to support success and retention? Address these initiatives in your Three-Year**

**Program Plan at the end of this document.**

## Equity

Gavilan College has identified the following populations as experiencing disproportionate outcomes: Males, African American, Native American, Students with Disabilities and Foster Youth.

**Path:** GavData🡪Program Review/ Equity🡪Disproportionate Impact with Margin of Error by Year🡪locate your program🡪Filter by Year

1. **For AEC**: Using the path above, locate your program in GavData. Examine your equity results over the last three years. If there are differences in success across groups, identify achievement gaps. Contact your support team for any needed assistance in using GavDATA.

**For all other areas**, comment on the college-wide disproportionate impact report. Contact your support team for any needed assistance in interpreting these data.

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2[. BP 3420](http://www.gavilan.edu/administration/board/documents/ApprChapter3_policy_proc,%20August%202017.pdf) (Equal Employment Opportunity) states:

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

How do you meet the District’s Equal Opportunity goals?

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**How do you plan on addressing issues of student and employee equity? In other words, how do you plan on closing achievement gaps across student populations? How do you plan to address EEO outcomes in your employee hires? Address this in your Three-Year Program Plan at the end of this document.**

3. On your *Complete Program Review Sheet* ([GavData](https://gavilan.higheredprofiles.com/" \l "!/)🡪Program Review/ Equity🡪Complete Program Review Data Sheet), find your Distance Education success information. If distance education is offered, consider any gaps between distance education and face-to-face courses. Do you notice any trends? Do these rates differ? Are there plans to increase online offerings?

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**If disparity exists, how do you plan on closing the achievement gaps between distance education and face-to-face courses? Address this in your Three-Year Program Plan at the end of this document.**

## curriQunet

## 1. Are your SLOs, PLOs and ILOs mapped in curriQunet?

**Yes:  No:**

## 2. Are your SLOs and PLOs up to date in curriQunet AND on the reporting website?

**Yes:  No:**

3. Have all of your SLOs and PLOs been assessed in the last five years?

**Yes:  No:**

**If no, what is your plan to bring our SLOs and PLOs into compliance with the five-year**

**assessment cycle? Address this in your Three-Year Program Plan at the end of this document.**

4. Have you reviewed all of your SLOs to ensure that they remain relevant for evaluating the performance of your program?

**Yes:  No:**

## Learning and Outcomes Assessment

Review Learning Outcomes data located in the Course and Program Reports for your area (path below).

After you have examined your results, reflect on the data you encountered. Please address the student learning outcomes (SLO), program outcomes (PLO), and institutional outcomes (ILO) in your analysis.

**Student Learning Outcomes (SLO)**

**Path**: Gavilan College Intranet 🡪 Program Planning and Assessment 🡪Student Learning Outcomes Assessment Reporting 🡪 Course Level SLO

1. What is your set goal for SLO success? Do your overall rates meet this goal?

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**Program Learning Outcomes (PLO)**

**Path:** Gavilan College Intranet 🡪 Program Planning and Assessment 🡪Student Learning Outcomes Assessment Reporting 🡪 Program Level SLO Reports 🡪 Select appropriate program tab 🡪Select program

2. What is your set goal for PLO success? Do your overall rates meet this goal?

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**Institutional Learning Outcomes (**[**ILO**](http://www.gavilan.edu/administration/ilo_map/index.php)**)**  
3. How aligned are your SLOs and PLOs to the ILOs? How have you insured alignment between your SLOs and PLOs to the ILOs?

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**SLO Disaggregation**  
4. How do your SLO results vary across your courses? Are there any patterns that stand out?

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**If your LO results are lower than your goals, what are your plans to improve them?**

**Address this in your Three-Year Program Plan at the end of this document.**

# Curriculum and Course Offerings Analysis

## Curriculum Analysis

1. Provide your plans to either inactivate or teach each course not taught in the last three years.

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2. Does curriQunet, the [College Catalog](http://www.gavilan.edu/catalog/index.php), and Chancellors Office Curriculum Inventory (COCI) accurately display the descriptions, TOP codes, and requirements of all the courses and educational awards (degrees/certificates) overseen by this program? If you have discrepancies, what are they?

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**Describe your plans to rectify any issues. When will this task be complete? Address this in your Three-Year Program Plan at the end of this document.**

3. Are there plans for new courses or educational awards (degrees/certificates) in this program? If so, please describe the new course(s) or award(s) you intend to propose.

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## Course Time, Location and Delivery Method Analysis

Using the copy of the Master Schedule from [Agros](https://evmaps.gavilan.edu/Argos/AWV/#explorer/), find the information regarding when, where, and in which method the courses in this program are taught.

**Path**: Gavilan Intranet🡪Argos🡪Gavilan Schedule🡪Schedule by Division and Department🡪Select term, division and your department then press ‘run dashboard’.

**To Create a PDF of your results above:** After obtaining results, go to the top of the screen: Reports🡪Schedule Reports by Division and Dept pdf🡪Run

Please answer the following:

**Location/Times/Delivery Method Trend Analysis:**  
1. Consider and analyze your location, time, and delivery method trends. Are classes offered in the appropriate sequence/ available so students can earn their degree or certificate within two years? Are courses offered face-to-face as well as have distance education offerings? Are they offered on the main campus as well as the off-site areas? Different times of day?

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**Discuss any program plans that address more efficient and beneficial location, delivery method and/or time of day trends in your Three-Year Program Plan at the end of this document.**

# Program and Resource Analysis

## Program Personnel

1. Please list the number of Full and Part Time faculty in this program for the past three years. Contact Human Resources at **(408) 852-2823** for this information. Focus on your individual department.

To add additional rows, click in the bottom cell on the right and push ’tab’ on the keyboard.

| **Academic Year** | **F = Faculty**  **S = Staff**  **M= Mgr/ Administrator** | **Full Time** | **Part time** | **Percentage Full to Part-time** |
| --- | --- | --- | --- | --- |
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Additional comments or narrative can be added below, such as faculty with reassigned time, projected retirements and sabbaticals in the next three years.

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## Program Productivity Measurements

1. Determine the number of students you assist annually. Using the data provided by the business office, calculate your average cost effectiveness per student. **Counselling**: Student contacts should focus on number of counseling appointments per year. Please find your total contact hours in SARS.

| **Academic Year** | **Total Number of student contacts** | **Total allocated budget** | **Total spending** | **Total cost per student**  **(Student Contact/ Total Spending)** |
| --- | --- | --- | --- | --- |
| Ex: 1999 | 715 | $15,000 | $14,500 | $20.28 per student |
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Comment on your overall trends in efficiency and cost, anomalies and unexpected results.

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## Evaluation of Resource Allocations

1. List the resource allocations from all sources (e.g., annual college budget request appropriations, Guided Pathways funds, grant funds, etc.) received in the last three years. For annual college budget request appropriations, reference your previous three-year plan and annual updates.

Please evaluate the effectiveness of the resources utilized for your program. How did these resources help student success and completion? For college budget request appropriations, list the result of the evaluation strategy outlined in your previous three-year plan and annual updates. For all other sources of funding, list the results of the evaluation strategy contained within the program or grant plan.

To add additional rows, click in the bottom cell on the right and push ’tab’ on the keyboard.

| Resource Allocated | Academic Year | Evaluation/ Measured Effectiveness (Limit to 2 sentences each line) |
| --- | --- | --- |
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## Integrated Planning and Initiatives

1. What other areas is your unit partnering with in new ventures to improve student success at Gavilan College? What is the focus of this collaboration?

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**What are the program and your Integrated Planning/ Guided Pathways partners’ plans for the next three years? Address this in your Three-Year Program Plan at the end of this document.**

## Trends:

1. Provide any additional information that has not been mentioned elsewhere in this program plan and review for opportunities or threats to your program, or an analysis of important subgroups of the college population you serve. Examples may include environmental scans from the [Educational Master Plan](http://www.gavilan.edu/administration/budget/EducationMasterPlanFlipbook.php), changes in matriculation or articulation, student population, community and/ or labor market changes, etc.

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**What are the program plans for the next three years? Address this in your Three-Year Program Plan at the end of this document.**

# Appendix

## Optional Questions

Please consider providing answers to the following questions. While these are optional, they provide crucial information about your equity efforts, training, classified professional support, and recruitment.

1. Does your division (or program) provide any training/mentoring for faculty and/ or classified professionals regarding professional development?

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2. If there is a need for more faculty and/ or classified professional support in your area, please provide data to justify request. Indicate how it would support the college mission and college goals for success and completion.

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3. What, if anything, is your program doing to assist the District in attracting and retaining faculty and classified professionals who are sensitive to, and knowledgeable of, the needs of our continually changing constituencies, and reflect the make-up of our student body?

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## Review Process Feedback

Please share any recommendations for improvements in the Program Integrated Plan and Review process, analysis, and questions. Your comments will be helpful to the PIPR Committee and will become part of the permanent review record.

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## Example Program and Collaboration Three-Year Program PlanGoal Setting Worksheet

**EXAMPLES**

| Goal  One sentence limit. | Connection of Goal to Mission Statement, [Strategic Plan](http://www.gavilan.edu/administration/board/Gavilan_StrategicPlan_2017_2022,%20BOT%20Approved.pdf) and SAO Results.  Use one sentence for each item. | Proposed Activity to Achieve Goal  One sentence limit. | Responsible Party  One sentence limit. | Fund amount requested.  If a collaboration, what % required from each partner?  If applicable, list each budget partner / source separately | Timeline to Completion  Month / Year | How Will You Evaluate Whether You Achieved Your Goal  Two sentence limit. |
| --- | --- | --- | --- | --- | --- | --- |
| Increase proportion of EOPS students completing degrees by five percentage points | Mission statement: works to prepare students from all backgrounds.  Strategic Plan:  Strategy 2, Goal 1  SAO Results:  Outcome 1; 76% of students completed 3 counseling visits | Increase counseling touch points from three times per semester to five times per semester by restructuring appointment and communication schedule | Associate Dean of EOPS and CalWORKs | None | December 2020 | In three years, compare EOPS student graduation rates from before the touchpoint increase to graduation rates after the increase | |
| Decrease average response time for IT requests from three days to two days | Mission statement:  Supports innovate practices  Strategic Plan:  No direct connection  SAO Results:  Outcome 3: End-user problems will be responded to in a timely manner and resolved effectively by MIS staff. No results yet. | Implement new workflow management software | Director of Information Technology | $7,500 for software package | September 2019 | Compare average response times from one year before software implementation to one year after implementation | |

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## Program and Collaboration Three-Year Program PlanGoal Setting Worksheet

To add additional rows, click in the bottom cell on the right and push ’tab’ on the keyboard.

**Program**: Click here to enter text.

| Goal  One sentence limit. | Connection of Goal to Mission Statement, [Strategic Plan](http://www.gavilan.edu/administration/board/Gavilan_StrategicPlan_2017_2022,%20BOT%20Approved.pdf) and SAO Results.  Use one sentence for each item. | Proposed Activity to Achieve Goal  One sentence limit. | Responsible Party  One sentence limit. | Fund amount requested.  If a collaboration, what % required from each partner?  If applicable, list each budget partner / source separately | Timeline to Completion  Month / Year | How Will You Evaluate Whether You Achieved Your Goal  Two sentence limit. |
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## Signature Page

Program being reviewed:Click here to enter text.

Date: Click here to enter text.

**How to use form:**

Team Members sign off after final review no later than:

Peer Reviewers: Fall, Week 14

Supervising Administrator: Spring, Week 6

| Role | Name | Assignments/ research assigned, if any | Date and Initial  upon **final** review |
| --- | --- | --- | --- |
| Team Lead/ Chair |  |  |  |
| Supervising Admin |  |  |  |
| Reviewer |  |  |  |
| Faculty Peer Reviewer |  |  |  |
| Student |  |  |  |
|  |  |  |  |
| PIPR Support Team |  |  |  |
| PIPR Support Team |  |  |  |