De Anza College

Student Services Planning and Budgeting Team (SSPBT)

2018-19 Program Review (APRU)

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| TracDat Description (50 character max) | Part 1 | Program Information |  |
|  | Program Review |  | If you are entering for a previous year complete in word document and submit to Vice President of Student Services. |
|  | 1a) Program Name |  | Enter the name of the program being reviewed |
|  | 1b) Name(s) of the author(s) of this report: |  | Enter the name or names of those who authored this APRU |
| SS 1c) Number of students served annually & trend increasing, even, decreasing | 1c) How many students are served by this program annually and is this number trending up, even, or down?  |  | Please discuss the number of students who are served in the program and explain whether the number of students is increasing, even, or decreasing. Are there any anticipated trends in the number of students served? |
|  | 1d) Who are the typical students served by this program?  |  | Please discuss the typical students who are served in the program. Does the program specifically address the college’s goals to increase access and success of ‘targeted’ student populations (Latina/o, African Ancestry, Pacific Islander, Filipino)? |
|  | Part 2 | MISSION and Accreditation Standard II.B.1 |  |
|  | 2a) What is the program Mission Statement? |  | Cut/paste or type in the program’s most current Mission Statement.  |
| SS 2b) In what ways and to what extent does program assure the quality of its services to students? | 2b) In what ways and to what extent does the program assure the quality of its services to students? |  | Please address part 1 of Accreditation Standard II.B.1-The institution assures the quality of student support services. |
| SS 2c) In what ways and to what extent does program support College Mission statement? | 2c) In what ways and to what extent does the program demonstrate that its services support student learning and enhances the achievement of the College Mission? |  | Please address part 2 of Accreditation Standard II.B.1-The institution ...demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution. The college Mission Statement can be found at: http://deanza.edu/about/mission.html |
|  | Part 3 | Accreditation Standard II.B.3 |  |
|  | 3a) In what ways and to what extent does the program assure equitable access for all students? |  | Accreditation Standard II.B.3.a-The institution assures equitable access to all of its students by providing appropriate, comprehensive and reliable services to students regardless of service location or delivery method. Please address how the program is, or plans on, incorporating universal design concepts into its operations (materials, processes, activities, professional development, etc.) to assure that the program's services are accessible and effective for all students regardless of personal demographics or background. Cite specific examples. |
| SS 3b) State ways and extent that program encourages personal and civic responsibility. | 3b) In what ways and to what extent does the program provide an environment that encourages personal and civic responsibility? |  | Accreditation Standard II.B.3.b-The institution provides an environment that encourages personal and civic responsibility, as well as intellectual, aesthetic and personal development for all of its students. |
| SS 3c) State ways & extent program designs, maintains and evaluates counseling &/or academic advising | 3c) In what ways and to what extent does the program design, maintain and evaluate counseling and/or academic advising programs |  | Accreditation Standard II.B.3.c-The institution designs, maintains and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. (Answer only if applicable to the program under review) |
| SS 3d) State ways & extent program support/enhances student understanding & appreciation of diversity | 3d) In what ways and to what extent does the program design and maintain practices and services that support and enhance student understanding and appreciation of diversity? |  | Accreditation Standard II.B.3.d-The institution designs and maintains appropriate programs, practices and services that support and enhance student understanding and appreciation of diversity. |
| SS 3e) State ways & extent program regularly evaluates admissions & placement practices | 3e) In what ways and to what extent does the program regularly evaluate admissions and placement instruments and practices to validate their effectiveness while minimizing biases? |  | Accreditation Standard II.B.3.e-The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.(Answer only if applicable to the program under review) |
| SS 3f) State ways & extent program maintain student records securely & confidentially? | 3f) In what ways and to what extent does the program maintain student records permanently, securely and confidentially, with provision for secure backup of all files? |  | Accreditation Standard II.B.3.f-The institution maintains student records permanently, securely and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records. |
|  | PART 4- | Staffing |  |
| SS 4a) Have there been any significant staffing changes since the last APRU? | 4a) Have there been any significant staffing changes since the last APRU? |  | Please explain any significant changes in Classified, Faculty, and Administration positions that have occurred over the past year.  |
|  | 4b) Are there any significant staffing changes that will be needed? |  | Please identify any anticipated changes in Classified, Faculty, and Administration positions that could occur over the next year. (Explain why these changes may be needed, i.e. new directions, retirements, policy issues, etc.). |
|  | PART 5- | Facilities |  |
|  | 5a) Have there been any significant facility changes since the last APRU? |  | Please explain any significant changes in program facilities that have occurred over the past year.  |
|  | 5b) Are there any significant facility changes that will be needed? |  | Please identify any anticipated facility needs that could occur over the next five years. (Explain why these changes may be needed). |
|  | PART 6 - | Equipment |  |
|  | 6a) Have there been any significant equipment changes since the last APRU? |  | Please explain any significant changes in program equipment that have occurred over the past year. (Instructional and non-instructional) |
|  | 6b) Are there any significant equipment changes that will be needed over the next year? |  | Please identify any anticipated program equipment needs that could occur over the next year. (Explain why these changes may be needed. Include both instructional and non-instructional needs) |
|  | PART 7 | Operational Costs |  |
|  | 7a) Have there been any significant operational cost changes since the last APRU? |  | Please explain any significant changes in program operational funding that have occurred over the past year~~.~~ |
| SS 7b) Will any significant operational cost changes be needed over the next year? | 7B) Are there any significant operational cost changes that will be needed over the next year? |  | Please identify any anticipated changes to operational cost needs that could occur over the next year. (Explain why these changes may be needed.) |
|  | PART 8- | Organizational Alignment |  |
| SS 8a) Have there been any significant organizational alignment changes since the last APRU? | 8a) Have there been any significant organizational alignment changes since the last APRU? |  | Please explain any significant organizational alignment changes that have occurred over the past year. |
|  | 8b) Are there any significant organizational alignment changes that will be needed over the next year? |  | Please identify any anticipated changes to organizational alignments that could occur over the next year. (Explain why these changes may be needed.) |
|  | PART 9- | Regulations/Laws/Policies |  |
| SS 9a) Have there been any significant changes in regulations/laws/policies since the last APRU? | 9a) Have there been any significant changes in regulations/laws/policies since the last APRU? |  | Please explain any significant changes in regulations/laws/policies that have occurred over the past year. (Federal, State, Local, District, college, etc. |
| SS 9b) State significant changes in regulations/laws/policies affecting program over next year. | 9b) Are there any significant changes in regulations/laws/policies that will affect the program over the next year? |  | Please identify any anticipated changes in regulations/laws/policies that could affect the program over the next year. (Federal, State, Local, District, college, etc.) |
|  | PART 10- | Professional Development |  |
| SS 10a) State any significant professional development activities for the program since last CPR. | 10a) Have there been any significant professional development activities for the program (or others) since the last APRU? |  | Please explain any significant professional development activities that have occurred over the past year. Include the nature, reason, significance, and outcomes of the activities. |
| SS 10b) State any significant professional development needs for the program for the next year. | 10b) Are there any significant professional development needs for the program (or others) over the next year? |  | Please identify any anticipated professional development needs for the program over the next year. Include the anticipated nature, reason, significance, and outcomes of the activities. |
|  | PART 11- | Curriculum, Student Success, and Equity | The 2017-18 course data is located at: http://deanza.edu/ir/program\_review/program-review.17-18.html |
| SS 11a) Have there been any significant curriculum since the last APRU? | 11a) Have there been any significant curriculum since the last APRU? |  | Please explain any significant curriculum changes that have occurred over the past year. |
| SS 11b) State any significant curriculum issues that will affect the program over the next year. | 11b) Are there any significant curriculum issues in that will affect the program over the next year? |  | Please identify any anticipated curriculum issues in that could affect the program over the next year. |
| SS 11c) State the aggregate student success rate in the instructional portions of the program? | 11c) What is the aggregate student success rate in the instructional portions of the program?  |  | In accordance with ACCJC requirements, the college has adopted an institutional standard for successful course completion at or above 60% http://www.deanza.edu/ir/deanza-research-projects/2012\_13/ACCJC\_IS.pdf. If student success rates in the program are below 60%, what plans are there to bring course success rates up to this level? |
| SS 11d) State gap of student success rates with targeted groups. | 11d) What are the student success rates between groupings of students? Is there a success rate gap that exceeds 5% between any of these groupings? |  | The college equity goal is to have no more that a 5% student success gap between any groupings of students. Please explain any gaps exceeding 5% and what plans are in place, or are being made, to address closing this gap |
|  | PART 12- | Other |  |
| SS 12a) Have there been any other significant program changes since the last APRU? | 12a) Have there been any other significant program changes since the last APRU? |  | Please explain any other significant program changes that have occurred over the past year.  |
|  | 2b) Are there any other significant issues that will affect the program over the next year? |  | Please identify any other anticipated issues that could affect the program over the next year. |
|  | PART 13- | Student Services Learning Outcomes and Accreditation Standard II.B.4 | Accreditation Standard II.B.4-The institution evaluates Student Support Services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement. |
|  | 14a) What are the current/active program outcome statements? |  | Please list all of the Student Services Learning Outcomes (SSLO) statements for the program. (Cut/paste from TracDat, APRU or other documents.) |
|  | 14b) How many SSLO/SLO statements have been assessed since the last APRU? |  | Please identify the SSLO statements that have been assessed over the past year. (Cut/paste from TracDat, APRU or other documents.) |
|  | 14c) Summarize the outcomes assessment findings and resulting program enhancements made since the last APRU. |  | Please summarize the outcomes assessment findings and resulting program enhancements made over the past year. (Cut/paste from TracDat, APRU or other documents.) |
|  | 14d) What are the program outcome assessment plans for the next year? |  | Please indicate which SSLO/SLO statements will be assessed over the next year and when. (Include any plans to create new outcome statements.) |
|  | Part 14- | APRU Summary | Part 15is intended to be a brief yet thorough overarching summary of Parts 1 through 14. |
|  | 15) Where has the program come from since last year, where is it now, and where does it anticipate or need to go over the next year? |  | Based on the information provided in Parts 1 through 14 above, please summarize: 1) Where the program has come from since the last APRU? 2) Where the program is now, and 3) Where the program anticipates or needs to go over the next year. |
|  | Part 15-  | Divisional Perspective | Applicable to Divisions that have multiple programs that are writing CPRs |
|  | 16a) Name of the Division and the names of the programs. |  | Write the name of the division and the names of the programs that are submitting APRUs |
|  | 6b) Who wrote the Divisional Perspective? |  | Enter the name or names of those who authored this Divisional Perspective. |
|  | 16c) Summarize the APRU written by the programs of the Division. |  | Please summarize all the APRUs to be submitted in the Division. Provide a Division wide perspective on the CPRs explaining how they all fit or work together into a cohesive division plan. |