

Institutional Program Review Report

2017-2018



San Bernardino Valley College
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Efficacy—Spring 2018:

Important Dates	
January 19	Committee Meeting—Review Efficacy Process & Update Efficacy Forms
January 31	Committee Meeting Distribute Efficacy Forms to Campus Programs
February 23	Committee Meeting--Efficacy Workshop--9:30 to 11:00 a.m. (B-118)
March 2	Committee Meeting—Norming Session Efficacy Workshop--9:30 to 11:00 a.m. (B-118)
March 19	Programs Submit Efficacy Reports & 2017 Conditional/Probation Reports to Committee Co-Chairs by NOON
March 21	Efficacy Documents Available on Canvas for Committee Review
March 28	Teams Submit Reports to the Co-Chairs for Committee Review—posted on Canvas—Academic Advancement through EOPS/Care
March 28-30	Committee Reviews Efficacy Documents and Team Reports—Academic Advancement through EOPS/Care
March 30	Committee Meeting—(Review Academic Advancement through EOPS/Care
April 9	Teams Submit Reports to the Co-Chairs for Committee Review—posted on Canvas—First-Year Experience through Student Success Center/Tutoring
April 9-19	Committee Reviews Efficacy Documents and Team Reports—First Year Experience through Student Success Center/Tutoring
April 20	Committee Meeting—(Review First Year Experience through Student Success Center/Tutoring
April 27	Teams Submit Reports to the Co-Chairs for Committee Review—posted on Canvas—CTE Two-Year & Conditional/Probation Reports from Spring 2017
April 30-May 3	Committee Reviews Efficacy Documents and Team Reports—CTE Two-Year & Conditional/Probation Reports from Spring 2017
May 4	Committee Meeting—(Review CTE Two-Year Reports & Conditional Reports from Spring 2017

Method: Phase I--Research and Reporting

Full Efficacy Reviews: The Program Review Committee distributed forms, data, and procedures to department chairs and managers with the following instructions for **full efficacy reports:**

Purpose of Institutional Program Review: Welcome to the Program Efficacy phase of the San Bernardino Valley College Program Review process. Program Review is a systematic process for evaluating programs and services annually. The major goal of the Program Review

Committee is to evaluate the effectiveness of programs and to make informed decisions about budget and other campus priorities.

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program review is conducted by authorization of the SBVC Academic Senate.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

Our Program Review process includes an annual campus-wide needs assessment each fall and an in-depth efficacy review of each program on a four-year cycle. All programs are now required to update their Educational Master Plan (EMP) narrative each fall. In addition, CTE programs have a mid-cycle update (2 years after full efficacy) in order to comply with Title 5 regulations.

Committee members are available to meet with you to carefully review and discuss your Program Efficacy document. You will receive detailed feedback regarding the degree to which your program is perceived to meet institutional goals. The rubric that the team will use to evaluate your program is embedded in the form. As you are writing your program evaluation, feel free to contact the efficacy team assigned to review your document or your division representatives for feedback and input.

Draft forms should be written early so that your review team can work with you at the small-group workshops (February 23 and March 2).

Final documents are due to the Committee co-chairs (Paula Ferri-Milligan at pferri@sbccd.cc.ca.us and Kay Weiss at kweiss@valleycollege.edu) by **NOON on Monday, March 19, 2018**. ATTACH AS A MICROSOFT WORD DOCUMENT.

It is the writer's responsibility to be sure the Committee receives the forms on time.

The efficacy process now incorporates the EMP sheet and SLO/SAO documentation, which you will need to insert. We have inserted the dialogue from the committee where your last efficacy document did not meet the rubric, the curriculum report (if applicable), and the SBVC demographic data. Below are additional links to data that may assist you in completing your document:

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

California Community College Chancellor's Office Datamart: <http://datamart.cccco.edu/>

SBVC Research, Planning & Institutional Effectiveness:

<http://www.valleycollege.edu/about-sbvc/offices/office-research-planning>

California Community Colleges Student Success Scorecard:

<http://scorecard.cccco.edu/scorecard.aspx>

CTE Two-Year Mini Reviews: The Program Review Committee distributed forms, data, and procedures to department chairs and managers with the following instructions for **CTE Two-Year Mini Reviews**:

Send by e-mail to the Program Review Co-Chairs:

Paula Ferri-Milligan pferri@sbccd.cc.ca.us

Kay Weiss kweiss@valley.edu

Our current efficacy cycle for full review is every four years. However, in order to comply with Title 5 regulations, CTE programs are required to review their programs every two years. To meet this requirement, but also not to over-burden these programs, we have instituted a mini-review between the full efficacy cycles (that is, two years following the most recent efficacy report).

This review is not designed to be comprehensive, but rather, it is expected to be a two-year **update** since the last full efficacy report. Specifically, this update should address the following seven program components:

1. Purpose
2. Demand
3. Quality
4. External Issues
5. Cost
6. Two-Year Plan
7. Deficiencies

Draft forms should be written early so that your review team can work with you at the small-group workshops (February 23 and March 2).

Instructions:

For each of the seven sections:

Mark the checkbox that best identifies where the program stands.

Provide a brief supporting narrative. Within each section there are examples related to that particular area, which could serve to help describe your program status. It is not necessary to

address every item listed; these are included as possible examples. If you have other relevant information pertaining to a given area, then you are encouraged to include that as well. Scan the documents—with signatures.

Final documents are due to the Committee co-chairs (Paula Ferri-Milligan at pferri@sbccd.cc.ca.us and Kay Weiss at kweiss@valleycollege.edu) by **NOON on Monday, March 19, 2018**.

The purpose of this report is a mid-term update in order to comply with Title 5; therefore, the length should be *no more than five pages*. The boxes for each section are expandable; take the space needed for each section. Keep in mind that this report is an **update** of the previous two years rather than a comprehensive analysis.

Phase II: Analysis, Interpretation, Ratings, and Recommendations

The co-chairs assigned each member of the Program Review Committee to a three-person team in order to review full and mini reports. Members were not assigned to their own divisions. Each team worked together to provide ratings and narrative comments on each of the areas, both the full and the mini reports, and submitted a team report to the full Program Review Committee for input. The narratives and the “meets” and “does not meet” ratings closely referenced the rubrics.

In addition to a “meets,” “does not meet,” or “exceeds” (“exceeds” rating was added back to the category evaluation this year) rating in each category, the team provided an overall rating for the program using the following definitions.

Note: Definitions were revised by the 2010-2011 Program Review Committee with subsequent changes identified in red below).

Committee Recommendations	Consequences	Next Report
Probation: Program submitted a document that did not withstand the minimum rigor of self-study required for accreditation scrutiny, or for programs that require the attention of appropriate Vice President to meet the needs of the institution.	Programs will be required to submit a Remediation Report. The Committee will evaluate the Remediation Report to determine if the program can participate in the next Needs Assessment cycle.	Full report in next Efficacy cycle. Once off probation, full efficacy report in four years.
Probation: No Documents Submitted	Programs will be required to submit a Show Cause Report explaining why Program Efficacy was not completed. The Committee will evaluate the Show Cause Report to determine if the program can participate in the next Needs Assessment cycle. Programs on probation for two consecutive years are at risk for Program Discontinuance.	Full report in next Efficacy cycle. Once off probation, full efficacy report in four years.
Conditional: Program is currently meeting the needs of the institution as demonstrated by the responses to the questions and the document's evidence of critical self-study in most areas. Information in one or two areas is insufficient an/or significantly out-of-date and program is given a year to address them.	Program which does not satisfy deficiencies with one year or does not submit the update will be placed on Probation.	Update report in one year. Next Efficacy in four years.
Continuation: Program is currently meeting the needs of the institution as demonstrated by the responses to the questions and the document's evidence of critical self-study.	None.	Next Efficacy in four years.

Review teams presented their oral and written responses to the full Program Review Committee. The full committee made recommendations, reached consensus, and voted on the overall rating. Team leaders made any necessary changes to the team report based on the committee's recommendations and resubmitted the revised report to the committee co-chairs for inclusion in this document.

Phase III: Distribution

Before the end of the spring 2018 semester the Efficacy Team Reports were distributed first to the individual departments/programs. The Efficacy results were then presented to the Academic Senate and then campus-wide through this report.

As the college continues to grow, the efficacy rotation document continues to be revised to reflect the needs of the campus. The following chart was revised on 9/20/18 to accommodate those needs.

The following programs had conditional or probation ratings in spring 2018 and will be reviewed again in spring 2019: Full Review: A&R, Cal Works (Probation), Child Development Center, Financial Aid (Probation), First Year Experience, Food Services, Inspection Technology, Machinist Technology, Outreach/Recruitment (Probation), Professional Development (Probation), Real Estate/Escrow, Student Life, Student Success Center/Tutoring CTE Two-Year Review: Architecture, Nursing, Pharmacy Tech			
SPRING 2019	SPRING 2020	SPRING 2021	SPRING 2022
Admin. of Justice	Aeronautics	Accounting	Academic Advancement
Architecture	Athletics	Automotive Technology	Admission/Records
Art	Campus Technology Services	Biology	Cal Works
Automotive Collision	Chemistry	Computer Information Technology	Child Development Center
Anthropology	Counseling	Corrections	Criminal Justice/ Police/Sheriff
Bookstore	Culinary Arts	Custodial	EOPS/Care
Business Administration	Dance	Economics	First Year Experience
Campus Business Office/ Mailroom/ Switchboard	Development and Community Relations	Electricity/Electronics	Food Services
Child Development/ Education	Dual/Concurrent Enrollment	English/ESL	Machinist Technology
Communication Studies (Speech)	DSPS	Human Services	Maintenance/Grounds
Computer Science	Financial Aid	Inspection Technology	Outreach
Diesel	Foods and Nutrition	Library Technology Program	Professional Development
Geography/GIS	Geology/Oceanography/ Env. Sci.	Psych Tech	Research & Planning
Grants Development & Management	History	Psychology	Student Health Services
Math	Library & Library Computer Lab	Real Estate	Student Life
Middle College High School Program	Marketing/PR	Puente	Student Success Center/Tutoring
Pharmacy Technology	Matriculation	RTVF	
Physical Education/Health	Modern Languages	STAR	
Refrigeration	Music	Tumaini	CTE 2-yr Review
Sociology	Nursing	Workforce Readiness	Aeronautics
Transfer Center	Philosophy/Religious Studies		Culinary Arts
Veterans	Physics/Astronomy/ Observatory		Nursing
Welding	Political Science	CTE 2-yr Review	Water Supply Technology
CTE 2-yr Review	Reading	Administration of Justice	
Accounting	Theatre Arts	Architecture	
Automotive Technology	Water Supply Technology	Automotive Collision	
Computer Info. Tech.	CTE 2-yr Review	Business Administration	
Corrections	Machinist Technology	Child Development/ Education	
Electricity/Electronics		Computer Science	
*Foods and Nutrition		Diesel	
Human Services		Geography/GIS	
Inspection Technology		Graphic Design	
Library Tech. Program		Pharmacy Technician	
Psych Tech		Refrigeration	
Real Estate		Welding	
RTVF			

*Campus Business Office/Mailroom/Switchboard was incorrectly placed on the 2018 efficacy review cycle and will be reviewed Spring 2019.

**Foods and Nutrition CTE Mini-Review was missed in the spring 2018 efficacy cycle and will be completed and reviewed in fall 2018.

Efficacy 2018 Results

Sixteen full and four mini reviews were scheduled in spring 2018. The programs that were reviewed and their ratings are listed below.

The subcommittee reports and the full efficacy documents that were submitted by the departments are included and the page number where they can be found in this report is referenced.

Full Reviews:

Department/Program	Rating
Academic Advancement	Conditional
Admissions & Records	Conditional
CalWorks	Probation (no report submitted)
Child Development Center	Conditional
Criminal Justice/Police/Sheriff	Continuation
EOPS/CARE	Continuation
First-Year Experience	Conditional
Food Services	Conditional
Machinist Technology	Conditional
Maintenance/Grounds	Continuation
Outreach	Probation
Professional Development	Probation
Research & Planning	Continuation
Student Health Services	Continuation
Student Life	Conditional
Student Success Center/Tutoring	Conditional

CTE Two-Year Mini Reviews:

Department/Program	Rating
Aeronautics	Continuation
Culinary Arts	Continuation
Nursing	Conditional
Water Supply Technology	Continuation