Institutional Program Review Report

2017-2018

San Bernardino Valley College
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410
(909) 384-4400

Process:

SBVC's Program Review process includes:
- an annual campus-wide needs assessment each fall
- an in-depth efficacy review of each program on a four-year cycle. All programs are required to update their Educational Master Plan (EMP) narrative each fall, based on annual data and new or emerging goals.
- CTE programs have a mid-cycle update (2 years after full efficacy) in order to comply with Title 5 regulations.

Needs Assessment—Fall 2017

Important Dates:	
August 18	Committee Meeting—Needs Assessment Process & Forms
September 1	Committee Meeting—Review of Revised Needs Assessment Forms
September 5	EMPs Distributed to Department Chairs
September 15	Sub-Committee Meeting (Emergent Needs Process)
September 18	Needs Assessment Forms Distributed to Campus
September 25	Deadline for Submitting Additional Research Requests to Institutional Research Office
October 1	Probational Programs Submit Efficacy Update
October 2	EMP Narrative Due to Division Deans
October 6	Committee Meeting—Review of Probational Updates & Needs Assessment Workshop--9:30 to 11:00 a.m. (B-118)
October 20	Committee Meeting—Needs Assessment Workshop—9:30 to 11:00 a.m. (B-118)
October 23	**Needs Assessment Requests Due at Noon with Division/Area Rankings**
October 25	Needs Assessment Documents Posted for Committee Reviews
November 3	Committee Meeting: Needs Assessment Ranking
November 17	Committee Meeting: Needs Assessment Ranking
December 8	Committee Meeting: Efficacy Discussion

The Program Review Committee distributed forms, data, and procedures to department chairs and managers with the following instructions for Needs Assessment requests:

Instructions: A complete Needs request includes:

(1) the specific form(s)
(2)) a **current** EMP with updated narrative
(3) Division/Area rankings (submitted by the Dean/Manager).

Requests that do not include all three components are considered incomplete and will not be reviewed.

Submission: Needs requests are due to the Program Review Committee no later than **NOON on Monday, Oct. 23**. E-mail your request(s) to: pferri@sbccd.cc.ca.us **Late requests will not be reviewed.**

Technology & Facility Requests:

If you are submitting a TECHNOLOGY needs request, you are required

to meet with Rick Hrdlicka – Director of Campus Technology Services prior to submitting the request.

 x. 8656 or rhrdlicka@sbccd.cc.ca.us.

If you are submitting a FACILITIES needs request, you are required to

meet with Robert Jenkins – Director, Facilities, Maintenance, & Operations - prior to submitting the request.

x. 8662 or rjenkins@sbccd.cc.ca.us.

Efficacy Rating: A recommendation of Continuation or Conditional on the most recent Efficacy Review is required in order to participate in Needs Assessment.

Updated EMP: EMP Narratives are due to the Division Deans by **October 2** for submission to the Research Office.

Application Requirements: Complete one application for each request.

- For instance, if you are requesting two admissions clerks, fill out two applications.
- For budget augmentation requests, do not request a lump sum that encompasses vastly different areas of need; complete separate applications here as well. Facilities requests are the exception; there can be up to three facilities requests per application.
- Complete separate requests for equipment; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.
- An interdivisional application should be submitted, along with the needs assessment applications, for projects that cross divisions and are NOT ranked within specific divisions—for example, the Distance Education Coordinator, Supplemental Instruction Across the Disciplines, facilities requests for classrooms to be used by multiple departments across divisions.
- Provide the page number(s) for Program Efficacy so that the committee can quickly locate more detailed information.

Application Format**:** Completed applications must be no longer than 2 pages, (single-spacing is fine) with 12 pt. Times New Roman font. If you wish to include charts, tables, or bulleted lists, then these must be included within the margin and page limits. Submit your file as a MICROSOFT WORD document.

Applications that do not meet these requirements will not be reviewed.

Required Data: The application should reference the department's most recent Program Efficacy and current EMP. Requests must be supported by data**.** It is worth noting that stronger requests typically incorporate data into more than one response on the application. Requests for additional data must be made to the research office no later than September 25. If you have any research questions, contact Christie Gabriel at

x. 8907 or cgabriel@sbccd.cc.ca.us

Assistance**:**

- Attend one of the workshops and work with a Program Review Committee member. The workshops will be held from 9:30-11:00 a.m. in B-118 on Friday, October 6 & Friday, October 20.
- Your representatives to the Program Review committee (or any committee member) can also assist you on an individual basis.
- Contact Paula Ferri-Milligan (x. 8244, pferri@sbccd.cc.ca.us) or Kay Weiss (x. 8535, kweiss@valleycollege.edu) if you have any questions or would like to make an appointment for assistance with your EMP or Needs requests.

The Program Review Committee strongly recommends that you either attend one of the workshops or meet with a team member.
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Technology requests were forwarded to the Technology Committee, and facilities requests were forwarded to the Facilities and Safety Committee for ranking. The Program Review Committee reviewed the remaining requests and ranked all documents, taking into consideration the divisional rankings.

For projects that crossed divisions and were NOT ranked within specific divisions, project coordinators submitted an Interdivisional Needs Assessment application with the required needs assessment forms.

Copies of the Needs Assessment forms submitted for the 2017-2018 academic year can be viewed on the SBVC Program Review Committee webpage. Following are the needs results ranked by the Program Review Committee. Before the end of the fall 2017 semester, the priority lists were presented first to the Academic Senate and then distributed campus-wide.