Program Review Annual Report: Year_____

Degree Program: _____College: _____Submitted by:_____

<u>**Instructions:**</u> **Convene program faculty to discuss the report items. One person records summary statements from the discussion and completes the document at the time of discussion. OK to attach or link additional documents or information.**
Extend table & pages as needed. Submit as Word Document to your assistant/ Associate Dean

Program Chairperson: _
Program Review Chairperson: _
Date of last External Review & Reviewer:

Dean: _____ Date: _____
       Print name / signature

Overview & Data Summary, as available:
1. Number of sections offered for all courses in program/majors
2. Course enrollment numbers (also College, and University numbers so program can assess itself)
3. Number of faculty overloads (also College, and University numbers so program can assess itself)
4. Staff to student FTE ratio for program (also College, and University numbers so program can assess itself)
5. Adjunct to full time faculty ratio   (also College, and University numbers so program can assess itself)
6. Enrollments in each major and pathway
7. Student retention/graduation rates
8. Student demographics (age, sex, international)
9. Full time vs. part time students
10. Double majors
11. Completion rate
12. Time to completion for both full-time and part-time students.

Appraisal of Program Strengths, Weaknesses, Opportunities & Threats:
Appraisal
Strengths -
Weakness -
Opportunities -
Threats -

Strategic Priority: Enrollments & Majors
What is your increase/decrease in enrollment past year? Past 3 years?
How do you interpret your situation on enrollments and number of majors?
What initiatives/actions (if any) are planned or in progress to formally address this challenge and what is the goal/progress?

Reviewed with minor revisions 5/2/2014, Program Review Task Force

Program Capacity: What capacity issues are key to your program's success? **What initiatives/actions (if any) are in progress or planned to address these issues?**	
Capacity Issue & Initiative, If Any	**Outcomes & If Linked to Objective or Priority**
Students:	
Faculty:	
Curriculum:	
Resources:	

Educational Improvements Past Year & Relationship (if any) to Strategic Priorities **Describe Improvement, Why Made, Intended/Actual Outcome; Linked with Degree Objective or Strategic Priority?**		
Improvement & Why It Was Made	Intended & Actual Outcomes	Linked with objective or strategic priority?

Discuss & Comment on <u>Each</u> of These Areas of Importance to Program Quality: **Extend table as needed to include comments.**
Distance Learning – Where are you going with this activity? What do you do to assure quality of courses and learning? Any evidence being reviewed?
Capstone Courses – What is the aim of your capstone course? Or courses? Seminar? Practicum? Other? What kind of student work is required – major paper? Practicum journal? Other? How are you assessing learning or performance in the capstone(s)?
Portfolios – Do you require students to keep a portfolio? How are you using and assessing this?
Writing/Communication Requirement – Do you have a writing requirement in upper division courses? Do you have a standard? Or is it OK if an instructor just uses quizzes/exams/journals at Upper Division level?
Student Engagement – What does this mean in your program and how do you foster student engagement?
Information Literacy – WASC now has serious expectations for **information literacy** to be explicitly evident in syllabi, either as a learning outcome or as a component of an assignment? Are you assuring this or where is your program with this?

Reviewed with minor revisions 5/2/2014, Program Review Task Force

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<tr><td><u>**Syllabus Reviews**</u> – Are you reviewing syllabi with any regularity? For what purpose(s)?</td></tr>
<tr><td><u>**Plans for Next Year**</u> – Any new initiatives or plans for next year that will require resources? Details: personnel, faculty equipment/ supplies, etc., for budget planning.</td></tr>
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Reviewed with minor revisions 5/2/2014, Program Review Task Force