

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR-END REPORT, 2009-2010**

ADDENDUM

Presented and Approved at the May 18, 2010 President's Cabinet

Year/Lead Writers 2009-2010	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Program Report Questions	Comments/Recommendations from Program Review Committee
<u>Year Two</u> English (L) • Jennifer Cost	Ian Kay (Brian Stockert)	C	C	The program plan was submitted late. It was sent to the assigned liaisons to review 04/12/10. The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long-term goals has been documented with any obstacles to their completion included.
<u>Year Four</u> Black Studies (L)(*) •Thekima Mayasa	Kristan Clark (Laura Mathis)	C	C	The program plan was submitted late. It was sent to assigned liaisons to review on 04/12/10. The program plan was completed with all requirements being met. Progress on all short and long-term goals has been well documented with any obstacles to their completion included. The assigned liaisons found this program review to be extremely thorough and well developed and indicated that it resembled a Year One Program Review more than a Year Four. Much consideration was given to the data provided and the development of the data as support for the needs of the program is extremely thorough and well presented. The program review contains the most thorough analysis of data and was prepared with resource allocation in mind. As a new department chair and the lead writer, Thekima went above and beyond what was necessary for the committee and provided an update on each goal using data. It is obvious that the lead writer went to great effort in preparing this document and she should be commended for her efforts.

C = Completed R = See Recommendation (*) = Commendation
 (L) = Submitted after the established deadline



San Diego Mesa College

Program Review

Committee Report Years Two - Five

2009-2010

Presented and Approved by the President's Cabinet

April 27, 2010

Revised 04/16/10

SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT’S CABINET
YEAR-END REPORT FOR YEARS TWO - FIVE
2009-2010

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**SAN DIEGO MESA COLLEGE
ACADEMIC PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT'S CABINET
YEAR-END REPORT FOR YEARS TWO - FIVE
2009-2010**

COMMITTEE MEMBERSHIP/SIGNATURE PAGE:


Yvonne Bergland
Administrative Representative, Co-Chair


Monica Romero
Student Services Representative, Co-Chair

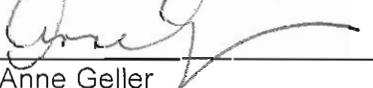

Caterina Palestini
Classified Senate Representative

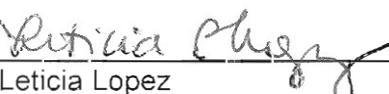

Danielle Short
Classified Senate Representative


Jill Baker
Academic Senate Representative


Kristan Clark
Academic Senate Representative

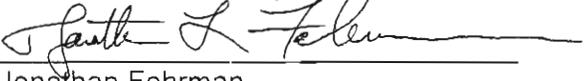

Ailene Crakes
Academic Senate Representative

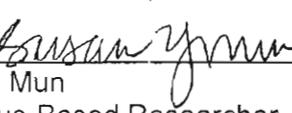

Anne Geller
Academic Senate Representative


Leticia Lopez
Academic Senate Representative


Bruce Naschak
Academic Senate Representative

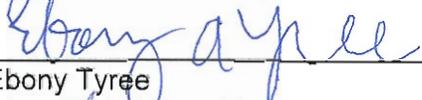

Joseph Schanberger
Academic Senate Representative


Jonathan Fohrman
Administrative Representative

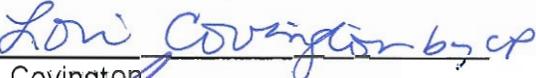

Susan Mun
Campus-Based Researcher

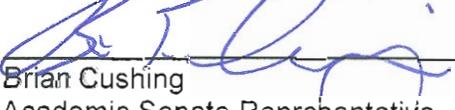

Robert Fremland
Academic Senate Representative, Co-Chair


Rocio Sandoval
Classified Senate Representative


Ebony Tyree
Classified Senate Representative

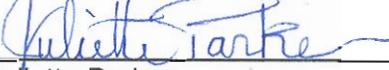

Henry Browne
Academic Senate Representative


Lori Covington
Academic Senate Representative

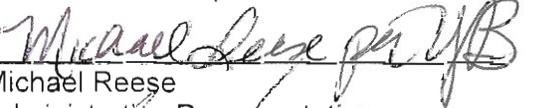

Brian Cushing
Academic Senate Representative

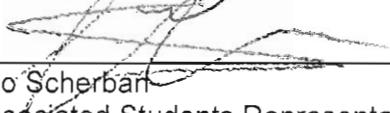

Ian Kay
Academic Senate Representative


Laura Mathis
Academic Senate Representative


Juliette Parker
Academic Senate Representative


Brian Stockert
Administrative Representative


Michael Reese
Administrative Representative


Leo Scherban
Associated Students Representative

DATE: April 27, 2010
TO: Members of the President's Cabinet
SUBJECT: PROGRAM REVIEW YEAR-END REPORT FOR YEARS TWO - FIVE, 2009-2010

Following this memo are the year-end reports for Years Two - Five submitted by the Program Review Committee.

Each report contains the following information:

- the names of the lead writer(s)
- the names of the assigned Program Review Committee liaisons
- the committee's findings relative to the goals/plan of action worksheets and response sheets
- comments/recommendations/commendations from the Program Review Committee and, when provided, feedback from the lead writers

PROCESS

On behalf of the Program Review Committee, the Office of Instructional Services, Resource Development and Research sent regular e-mail reminders containing key due dates to the lead writers and their assigned liaisons. In addition, e-mail correspondence with the appropriate managers was also conducted to provide information about their role relative to the established timelines, as well as requesting their assistance in obtaining missing program/service area plans.

Three (3) lead writers attended the February 5, 2010 Program Review Committee meeting to present their reasons for revision of the spring timeline and to extend the due date of the Year Two to Five program plans. After deliberation, the Committee voted and the decision was made to change the original timeline. Lead writers were given until February 28 to submit their program plans to their deans and these would be considered late if not received by the Program Review Committee on March 5 (see Appendix A, page 18). At the Deans' Council on February 5, 2010, this information was presented. The deans were asked to assist the Program Review Committee with the implementation of the new timeline (see Appendix B, page 19).

Despite these changes and reminders/contacts from assigned liaisons and managers, not all program plans were submitted within the established timelines. As of the writing of this report, the following program plans have not been received:

Black Studies (Year 4) (Note: Submitted 04/12/10; sent to liaisons for review)
English (Year 2) (Note: Submitted 04/09/10 at 5:40 p.m.; sent to liaisons for review)

When received, these program plans were forwarded to the assigned liaisons for review. Upon completion of this review, the Program Review Committee will prepare an addendum and submit it to President's Cabinet for approval.

Each program/service area plan was read and evaluated by at least two Program Review Committee members using the worksheet developed for the specific year involved. After the reviewers discussed their findings, the lead writers were contacted and provided feedback. Lead writers were given the choice of meeting with the reviewers, receiving an e-mail or using the telephone to discuss these findings. Once given feedback from the reviewers, lead writers had time to revise their program review documents if they wished to do so. The committee's final findings were communicated to the lead writers for review and feedback. The feedback from lead writers was used to prepare the committee's Year-End Report. Positive comments were received concerning the process as well as the documents used.

The completed Year-End written report was reviewed by the Program Review Committee on April 9, 2010 prior to submission to the President's Cabinet. After review and approval by the President's Cabinet on April 27, 2010, lead writers will receive final copy of their portion of the Year-End Report. File copies will be prepared for the Office of the Vice President of Instruction and Student Services as well as the Learning Resource Center (LRC).

Revised 04/16/10

For 2009-2010, the Program Review Committee is making the following recommendations concerning its processes:

Recommendation #1

It is recommended that the existing program review questions and timelines be reviewed and revised for clarity relative to planning and resource allocation.

Rationale: Although Mesa's program review framework has been established, an ongoing and systematic examination is required to ensure that its results are consistently linked to institutional planning and resource allocation. Since the program review process leads ultimately to college-wide master planning and is the basis for program and service area planning with goal setting and the identification of needs to support resource allocation, it is important that appropriate program review questions and budget documentation be included.

Recommendation #2

It is recommended that alternative formats for presenting the program review documentation and materials be explored.

Rationale: To maintain "sustainable continuous quality improvement" as described in the "Rubric for Evaluating Institutional Effectiveness - Part I: Program Review", published by the ACCJC, regular review and implementation of recommended changes supports institutional effectiveness. The formation of a subcommittee, including the four Program Review Committee co-chairs, to work on this project will permit the development of a refined format to improve the reporting, evaluation and use of program/service area planning information.

Recommendation #3

It is recommended that the present research data provided programs and service areas be reviewed and revised.

Rationale: The continued use of research data to improve student learning and achievement, in addition to institutional effectiveness, should be reviewed on a regular basis to support informed program and service area planning.

Recommendation #4

It is recommended that the format of the lead writer training be reviewed and revised.

Rationale: To inform the lead writers of changes to the program review process, revisions to the questions and the use of data, the Program Review Committee presents a training session during the fall semester. To meet the special and unique needs of the programs and service areas, a change to the training format is needed.

Next Steps:

For the remainder of this academic year, the Program Review Committee will work to implement the four (4) recommendations included in this report when approved by the President's Cabinet.

These above suggestions and recommendations are a result of an analysis of the findings, problems, issues, and concerns discussed within the committee, the managers, lead writers, and others during the spring 2010 program review cycle. We commend the efforts of all program/service area lead writers, department chairs/supervisors and managers who worked so diligently to implement the process and timelines and to complete their plans on time and in accordance with the approved process.

The Program Review Committee completed its review of all submitted plans and, then, the revisions made to these reports by the lead writers, within the process timelines. The following pages contain reports of the Committee's findings resulting from its review and deliberations. All supporting documentation and worksheets are on file in the Office of Instructional Services, Resource Development and Research.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR TWO
YEAR-END REPORT, 2009-2010**

Year Two Lead Writers 2009-2010	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Progress Report Questions	Comments/Recommendations from Program Review Committee
Business Admin./Management • Akunna Winston	Monica Romero (Joe Schanberger)	C	C	The program plan was complete with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons noted that the five questions were not answered and the lead writer provided these responses in the form of an addendum. Data is cited when addressing strengths and challenges.
Communications Studies • Terry Kohlenberg	Juliette Parker (Monica Romero)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The program is seeking additional data to use as a comparison to what they collected locally.
Counseling (*) • Ailene Crakes	Rob Fremland (Yvonne Bergland)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons found this program review to be very complete and well documented. They commended the lead writer for presenting information for general counseling, international students, MAAP, Mesa Academy and Puente. The lead writer analyzed and used Point of Service data for each of these segments when discussing their strengths and challenges. In addition, she used statewide Puente data. The lead writer commented on the use of “ongoing” as a timeline for many of their short and long-term goals and expressed her appreciation for the liaisons’ feedback.
Disability Support Programs & Services • Erika Higginbotham	Yvonne Bergland (Danielle Short)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons found that the program review was well done with the questions relative to the goals answered well. It was unclear what data source was used when responding to questions #5 concerning the significant changes to the service area’s strengths and challenges. The lead writer provided this information in an addendum.

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline

Year Two Lead Writers 2009-2010 (Continued)	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Progress Report Questions	Comments/Recommendations from Program Review Committee
Dramatic Arts (*) • Kristan Clark	Jill Baker (Ebony Tyree)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons found the plan excellent, very thorough and reflective of comprehensive planning. Data was used when discussing program impacts and it was noted that most of the in-progress goals are the result of the current budget.
Employment/Career Services • Monica Romero	Michael Reese (Rocio Sandoval)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
English (L) • Jennifer Cost	Ian Kay (Brian Stockert)	R	R	The program plan was submitted late. Sent to assigned liaisons for review 04/12/10. Report pending.
EOPS/CARE/STAR • Nellie Dougherty/ Marichu Magana	Bruce Naschak (Yvonne Bergland)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the lead writers used Point of Service data especially well when responding to question #5.
Marketing • Mariette Rattner	Jonathan Fohrman (Danielle Short)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Orientation/Assessment • Jim Wales	Kristan Clark (Brian Cushing)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. There is currently no data to address changes; however, implementation of assessments will provide it for the future.
Philosophy • Dwight Furrow	Anne Geller (Jonathan Fohrman)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons requested and the lead writer provided an addendum concerning a newly added goal relative to resource allocation.
Physical Sciences • Gerald Schad	Ailene Crakes (Monica Romero)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer cited and used data in his responses.

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Year Two Lead Writers 2009-2010 (Continued)	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Progress Report Questions	Comments/Recommendations from Program Review Committee
Registered Dental Assisting • Margaret Fickess	Juliette Parker (Rob Fremland)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer provided the persons responsible for those goals in progress.
Sociology • Tanya Kravatz	Laura Mathis (Ebony Tyree)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported a comprehensive plan that incorporated data.
Teacher Education • Laurie Lorence	Kristan Clark (Brian Stockert)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Data is an issue for this program and the lead writer provided an explanation and added an appropriate goal.
Transfer Center • Naomi Grisham	Michael Reese (Lori Covington)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

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**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR THREE
YEAR-END REPORT, 2009-2010**

Year Three Lead Writers 2009-2010	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Midterm Report Questions	Comments/Recommendations from Program Review Committee
Chemistry • Joe Toto	Juliette Parker (Danielle Short)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on short and long term goals as well as new goals have been well documented with any obstacles to their completion included. Identified obstacles were attributed to budget deficits. Appropriate data was used when discussing significant changes to the program's strengths and challenges.
Computer Business Technology (L) • Karen Williams/ Leslie Cloud	Henry Browne (Brian Stockert)	C	R	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons could not determine the data source used in the response to question #4 and requested that the lead writer provide it in the form of an addendum.
Economics • Mark Abajian	Bruce Naschak (Lori Covington)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the plan was well done and commended the lead writer for his very specific data references.
Engineering • Morteza Mohssenzadeh	Ailene Crakes (Rob Fremland)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Fashion-Consulting, Design, Merchandising • Susan Lazear	Anne Geller (Rocio Sandoval)	R	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on most of the short- and long-term goals has been well documented, with any obstacles to their completion included. The liaisons contacted the lead writer concerning the timeframes used for some of the short-term goals.
Interior Design • Mimi Moore/ Holly Hodnick	Laura Mathis (Leticia Lopez)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported a comprehensive plan that incorporates appropriate data.

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Year Three Lead Writers 2009-2010 (continued)	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Midterm Report Questions	Comments/Recommendations from Program Review Committee
Learning Resources/Instructional Support • Devin Milner	Rob Fremland (Brian Cushing)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Nutrition • Christine Dupraw	Jill Baker (Ebony Tyree)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Despite budget difficulties, the program made great progress with their DSS online courses to support students. Data was cited when discussing program impacts.

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**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR FOUR
YEAR-END REPORT, 2009-2010**

Year Four Lead Writers 2009-2010	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Progress Report Questions	Comments/Recommendations from Program Review Committee
Accelerated College Programs • Carl Luna	Michael Reese (Jill Baker)	C	C	The program plan was complete with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons noted that the progress questions contained no responses. The lead writer provided this information upon request. This program has been impacted by the current budget but is making plans for the future.
Accounting • Tracy Tuttle	Henry Browne (Rocio Sandoval)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Although the data is cited, the liaisons noted that the decrease in enrollment is not addressed.
Animal Health Technology • Peggy Fischer	Bruce Naschak (Ebony Tyree)	C	R	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons noted inconsistent reporting on the status of the short-term goals and did not find the use of data.
Anthropology • Diane Barbolla	Ian Kay (Jonathan Fohrman)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion.
Architecture • Pam Chapman	Henry Browne (Yvonne Bergland)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion. Data was used when addressing program impacts.
Art-Fine Art (All) • Georgia Laris/ Wendell Kling	Juliette Parker (Laura Mathis)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the lead writers have been informed of minor issues with the goals as well as the lack of specific data in the report.

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Year Four Lead Writers 2009-2010 (continued)	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Progress Report Questions	Comments/Recommendations from Program Review Committee
Biology •Paul Sykes	Henry Browne (Monica Romero)	C	R	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer cited current budget limitations and adjusted the timelines associated with appropriate goals. Program impacts including the use of data were not discussed and the lead writer indicated that an addendum would be submitted.
Black Studies (L) •Thekima Mayasa	Kristan Clark (Laura Mathis)	R	R	The program plan was submitted late. Sent to assigned liaisons for review on 04/12/10. Report pending.
Building Construction-Carpentry/Inspect. (*) • Larry Horsman	Ailene Crakes (Jill Baker)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons agreed that the lead writer should be commended for his exemplary analysis of the program and his insight using data, the impact of the economy and success rates from 2008 to 2009.
Chicano Studies •Cesar Lopez	Jonathan Fohrman (Joe Schanberger)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons expressed their appreciation for the lead writer's detailed explanation of the program's data as well as its connection to the community.
Computer Information Sciences •Walter Wesley	Bruce Naschak (Leticia Lopez)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short- and long-term goals has been well documented with any obstacles to their completion included. The liaisons recommended that the lead writer provide the missing information for the long-term goals in the form of an addendum. The lead writer expressed his appreciation for this feedback and provided this requested information.

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Year Four Lead Writers 2009-2010 (continued)	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Progress Report Questions	Comments/Recommendations from Program Review Committee
Evaluations • Vang Thao	Kristan Clark (Brian Cushing)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons noted that Evaluations did not have the opportunity to participate in Point of Service Surveys but the lead writer did describe strengths and challenges using other data.
Radiologic Technology •Lori Covington	Ian Kay (Monica Romero)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the plan is well written and clearly articulated.
Student Affairs •Ashanti Hands	Rob Fremland (Danielle Short)	C	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. It was noted that no data elements were used by the lead writer.
Tutoring Center •William Peters	Michael Reese (Lori Covington)	C	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer provided a preface to the program review plan that explained recent changes to tutoring services including staffing and relocation. These changes affected the format of the program with many goals being deleted/postponed.

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**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR FIVE
YEAR-END REPORT, 2009-2010**

Year Five Lead Writers 2009-2010	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
American Sign Language/Interpreting • Joseph Halcott/ Barbara Buchanan	Juliette Parker (Brian Stockert)	C/R	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons noted a lack in the use of specific data when reporting the status of some program goals.
Child Development • Ida Cross/ Susheela Narayanan	Anne Geller (Laura Mathis)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Data was used to support accomplishments, needs, strengths and challenges. Liaisons recommended data use when reporting on the status of future short and long-term goals.
Consumer Studies • Lou Ann Gibson	Ian Kay (Monica Romero)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. For future program plans, the liaisons recommended that the lead writer use data to illustrate and support important issues including student need.
Foreign Languages (All) • Francisco Zabaleta/ Vilma Silverman	Henry Browne (Michael Reese)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writers effectively used data as evidence throughout the plan.
Geography • Ken Berger	Rob Fremland (Monica Romero)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The needs and challenges of the program are detailed and supported by data and solutions.
Geographic Information Systems • Eileen Goff/Karen Owen	Bruce Naschak (Danielle Short)	C/R	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Overall, the liaisons found the plan to be well written but there was no specific supporting data provided. There is also confusion as to the status of some of the goals.

C = Completed R = See Recommendation (*) = Commendation
(L) = Submitted after the established deadline

Year Five Lead Writers 2009-2010 (continued)	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
Outreach <ul style="list-style-type: none"> • Genevieve Cabanilla 	Kristan Clark (Yvonne Bergland)	C	The service area plan was completed with all requirements being met. Complete responses were provided. Progress on all short- and long-term goals has been well documented with any obstacles to their completion included. The liaisons found that data was not used when responding to the questions and this concern was communicated to the lead writer. An addendum was provided by the lead writer that described the data collected by this young service area. No benchmarks are available for comparison. Qualitative data in the form of feedback is collected informally. The lead writer is requesting assistance from the college's Research Office relative to the data needs of the Outreach service area.
Physical Education (*) <ul style="list-style-type: none"> • Manny Bautista/ Jan Ellis 	Kristan Clark (Brian Cushing)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons commended the lead writers for an excellent report and applauded the use of data where cited. Additional areas where data could be included were indicated
Physics <ul style="list-style-type: none"> • Claude Mona 	Laura Mathis (Leticia Lopez)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported the plan was comprehensive and data-driven.
Political Science <ul style="list-style-type: none"> •Michelle Rodriguez 	Jill Baker (Ailene Crakes)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported an excellent job of reporting the status of the program's goals through the effective use of data.
Psychology <ul style="list-style-type: none"> •Dina Miyoshi/ Laurie Mackenzie 	Jonathan Fohrman (Joe Schanberger)	C	The program plan was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

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(L) = Submitted after the established deadline

SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO THE PRESIDENT'S CABINET

YEAR-END REPORT FOR YEARS TWO - FIVE
2009-2010

APPENDICES

From: Yvonne Bergland
Sent: Monday, February 08, 2010 9:36 AM
To: Ken Berger; Vilma Silverman; Francisco Zabaleta
Cc: Tim McGrath; Charles Zappia; Jonathan Fohrman; Monica Romero; Rob Fremland; Kathleen Wells; Caterina Palestini
Subject: Program Review Committee Response re: Request to Revise Year Two to Five Timeline
Importance: High

Good Morning Professors Berger, Silverman and Zabaleta:

After your presentation to the Program Review Committee at their February 5, 2010 meeting, the members carefully reviewed and discussed the Spring 2010 timeline for Years Two to Five.

During their deliberations, the Committee considered the following:

- the information and issues the three of you presented to the Committee
- the presentation of the new timeline at the lead writer training of November 6, 2010
- the date of November 11, 2010 that the program review materials were made available to the lead writers via e-mail
- the rationale that informed the committee's original decision to revise the timeline
- the revisions made to the Year One to Five program review questions
- the smaller programs have experienced problems with timelines regardless of the dates involved
- the outcome of the program review process is for the lead writers to produce quality reports that support institutional effectiveness
- the Committee recognized and honored the program and service area lead writers who have already completed and/or submitted their reports within the original, announced and posted timelines

The Committee voted and the decision was made to extend the original timeline in the following manner:

1. the submission of the completed Year Two to Five program review reports to the dean by the lead writers has been changed to **February 28, 2010.**
2. Year Two to Five program review reports will be considered late if not received by the Program Review Committee by **March 5, 2010.** The deans and liaisons responsible for these programs/service areas will work with the lead writers involved to meet this new timeline.

Your assigned program review committee liaisons are available to help should you require assistance with the completion of your report.

On behalf of the Program Review Committee,

Yvonne

Yvonne Bergland, Ph.D, Dean, Administrative Co-Chair, Program Review Committee
Instructional Services, Resource Development and Research
San Diego Mesa College
7250 Mesa College Drive
San Diego, CA 92111
E-mail: yberglan@sdccd.edu
Phone: (619) 388-2509

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
REVISION OF YEARS TWO-FIVE TIMELINE**

INTRODUCTION

As a result of discussion at the Program Review Committee's February 5, 2010 meeting, where they heard issues and information from guest lead writers, the timeline below was reviewed and revised as follows. The highlighted areas indicate where the changes were made.

TIMELINE

The following timeline and process is described below for this phase of the program review process. Keeping to the following timeline will be necessary to ensure that the program review is approved in time to be included in subsequent budget deliberations, master planning, and accreditation review. Institutional effectiveness data compiled by the Manager, available on the District Website, or other sources should be used to support responses, new goals, statements of program needs and plans of action.

1. The writing of the Year Two-Five Program Review Reports will officially start after the lead writer training session but not later than November 15. Assigned liaison(s) begin interaction with lead writer. Lead writer materials are distributed.
2. No later than November 30: The lead writer distributes, reviews, and discusses the materials received with the manager and appropriate faculty and staff. A schedule of meetings to discuss this implementation phase should be developed to ensure that goals and timelines as documented by the program are carried out.
3. **No later than February 28**: The lead writer submits the Year Two-Five Program Review Report to the manager. Manager may return the report to the lead writer for revision.
4. **No later than February 28**: The manager reviews the Year Two-Five Program Review Report and submits to the Program Review Committee's Administrative Co-Chair. The manager may provide comments to the Committee.
5. No later than February 28: The Program Review Committee begins its review of the Year Two-Five Program Review Reports. Assigned committee liaisons contact lead writers for clarification.
6. **No later than March 5**: The Program Review Committee begins the writing of its report for submission to the Academic Affairs Committee and the President's Cabinet. **Years Two-Five Program Review Reports will be considered late if not received by this date.**
7. No later than the last Tuesday in March: Program Review Committee submits its final report to the President's Cabinet for final approval.
8. No later than early April: Deans, Department Chairs, Supervisors and Program/Service Area faculty and staff present approved program review documentation to the Resource Allocation Committee (RAC) for planning and resource allocation.
9. No later than mid April: The Resource Allocation Committee (RAC) submits their planning/resource allocation recommendations to the President's Cabinet.
10. No later than late April: The College President presents decisions relative to these recommendations.

Revised: 02/08/10; 03/30/10