

2022-23 Program Review Template

Directions for Lead Writers: Please use this template to complete your Unit’s Program Review for this cycle. Instructions for submitting your completed template at the end of the spring semester will be provided in a few weeks. Click [here](#) to view our Glossary of Terms.

Other Resources:

[Program Review Handbook](#)

[Acronym Dictionary](#)

[Resource Link Library](#)

[Mesa 2030](#)

[Program Review Archives](#)

DEI Discussions: as part of your reflection with your unit, a workgroup has developed a Diversity, Equity, Inclusion, and Accessibility Discussion Guide. Please use this in your unit-level discussions as we move toward becoming more diverse, equitable, inclusive, and accessible through intentional and ongoing campus-wide reflections and revisions of policies and practices.

View the guide [here](#). Have reflections or feedback to share? Click [here](#).

<i>Program Information & Executive Summary</i>		
Prompt	Guidance	Program Response
Describe the successes and challenges your unit has faced since the last comprehensive review.		The last class to complete the program was the 2019-2020 cohort. The primary site for externship was Donovan State Prison. When the pandemic hit in 3/2020, RJD closed their doors to all students and volunteers. We have been trying to add extra sites to be able to handle 32 students (2 cohorts of 16) but it has been challenging. There are a number of year round shorter private programs utilize outside labs spots which has proved to served to make it difficult to secure new sites. These private programs charge \$1800-\$2000 compared to our program which is approximately \$400, a much more cost effective option.
If applicable, describe any major curricular or service changes your unit has engaged in and the impact of those	Optional	During the programs inactivity, the 2- year renewal was completed and granted by the California Department of Public Health (CDPH). The current textbook will be updated to the 7 th edition.

changes since the last comprehensive review.		
If applicable, describe the impact of any new resources (human, fiscal, etc.) on the unit and/or action plan implementation.	Optional	
Please confirm that the department has reviewed the Course Learning Outcomes listed in CurricuNet for each course and verify accuracy.	Select One	<input type="checkbox"/> Reviewed and accurate <input type="checkbox"/> Reviewed not accurate, update in progress <input type="checkbox"/> Reviewed not accurate, need support

Data Reflection

Prompt	Guidance	Program Response
Describe the trends you see in your program/service area's data.	Instructional Data you may consider: enrollment trends, course & program learning outcomes, Institutional Learning Outcomes, course success and retention rates, degree completion, transfer, employment, labor market analysis, other data relevant to your unit's work	
	Service/Admin Area Data you may consider - service usage, service access, demand for services, student service/administrative unit outcomes, types of services offered and used, headcount of services usage, trends in reason for service use, other data relevant to your unit's work	
Describe any equity gaps you see in these data. Are there differences and/or patterns observed by demographics (e.g. race/ethnicity, gender, age, etc.)?	Equity gaps refer to disparities in educational outcomes and student success metrics across race/ethnicity, socioeconomic status, gender, and other demographic traits and intersectionalities.	Outside private programs charge \$1800-\$2000 and do not offer any financial aid. Since we are a community college based program we offer financial aid to those that qualify and the cost is approximately \$400, a much more cost effective option to those that don't. This significant cost difference provides a much more equitable opportunity for those who don't have cash resources to pay cash up front.

Describe the discussion(s) that took place about the unit's learning outcomes assessment data.	Department Outcomes Coordinators (DOCs) facilitate a department wide discussion on learning outcomes data each year during "Outcomes Across Campus". DOC's may helpful in supporting this section.	Currently working on this
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Practice Reflection

Prompt	Guidance	Program Response
Describe current practices your unit has engaged in that you believe impact the above data trends and equity gaps.	Items to consider: new actions specifically focused on issues of equity, major curricular changes, professional learning, policy or process changes, data-informed unit dialogue, community outreach.	I have been engaged in outreach meeting in the community. We have resecured Donovan as a site, but our numbers will be less than in the past. They will only be able to accommodate 4 students per 6 week time frame. Scripps has been a site, but declined sites over the past 3 years. We were able to secure 6 sites for the fall. We are currently in the process of adding Genesee Medical Group and San Ysidro Health Center. Neighborhood Health Care is interested and we are in the beginning stages of adding them as a site. I met with Alvarado Parkway Institute, however, they can't accommodate students right now. I will continue to search for additional sites.
What other factors (internal or external) might also impact the above data trends and equity gaps?	Items to consider: legislative changes, fiscal changes, staffing changes, recruitment, hiring, and retention practices.	Two of the 5 instructors were removed from the instructor list, which leaves 3 active instructors

Unit Goals and Action Plans

Prompt	Guidance	Program Response
Unit Goals	Goals should connect to Data and Practice Reflections. Goals should be Specific, Measurable, Attainable, Relevant, and Time-bound.	<p>Goal 1: restart program fall of 2023 (hopefully 2 cohorts of 16 students each)</p> <p>Goal 2: currently confirmed 2 external sites (Donovan and 3 Scripps sites) hopeful to secure 2 alternate sites that are currently pending (Genesee Medical Group and San Ysidro Health Center) by this summer</p> <p>Goal 3: add at least one more site to enable all 32 students to be able to complete 80 hours of DCP in 6 weeks during the late fall, in</p>

		lieu of having DCP roll over into the early spring.
Mesa2030 Roadmap Strategic Objective (SO) Alignment	Review Mesa2030 and the Roadmap to Mesa2030 , only link to SO's that your goal clearly and intentionally is meant to contribute to, each goal should link to 1 or more SOs	Goal 1: SO: SO: Goal 2: SO: SO: Goal 3: SO: SO:
Identify specific actions your program/service area will engage in to accomplish this goal.	Examples may include: policy or practice changes; unit initiatives, curricular changes, etc.	Goal 1 1. 2. Goal 2 1. 2. Goal 3 1. 2.
Does this Action Plan require resources	if yes, complete resource request form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lead Writer and Manager Information		
Lead writer Name(s)	Tracy Penrod	
Name of Program/Unit	Phlebotomy Training Program	
Manager Name	Cassandra Storey	
Submission Date of Program Review		

Draft to Manager for feedback	
Submission Date of Program Review Final Draft to Office of Institutional Effectiveness	