



San Diego Mesa College

Program Review

Committee Report for Year One

2007-2008

Presented to President's Cabinet

March 17, 2009

Presented and Approved on March 17, 2009

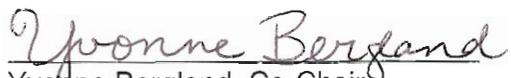
SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT’S CABINET
REPORT FOR YEAR ONE
2007-2008 PROGRAM REVIEWS

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**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT'S CABINET
REPORT FOR YEAR ONE
2007-2008**

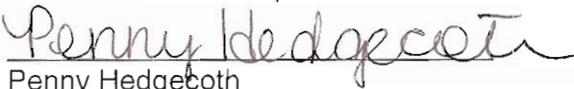
COMMITTEE MEMBERSHIP/SIGNATURE PAGE:



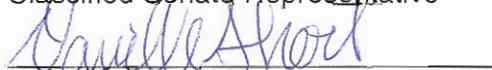
Yvonne Bergland, Co-Chair
Administrative Representative, Co-Chair



Monica Romero, Co-Chair
Student Services Representative



Penny Hedgcock
Classified Senate Representative



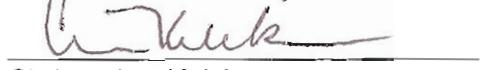
Danielle Short
Classified Senate Representative



Jill Baker
Academic Senate Representative



Ailene Crakes
Academic Senate Representative



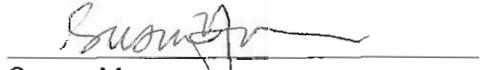
Christopher Kalck
Academic Senate Representative



Bruce Naschak
Academic Senate Representative



Chris Sullivan
Academic Senate Representative



Susan Mun
Campus-Based Researcher



Jonathan Fohrman
Administrative Representative



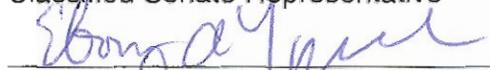
Robert Fremland, Co-Chair
Academic Senate Representative



Kathleen Wells, Co-Chair
Administrative Services Representative



Caterina Palestini
Classified Senate Representative



Ebony Tyree
Classified Senate Representative



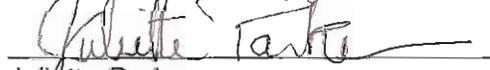
Kristan Clark
Academic Senate Representative



Arne Geller
Academic Senate Representative



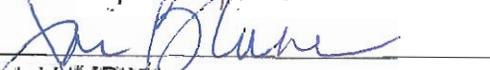
Ian Kay
Academic Senate Representative



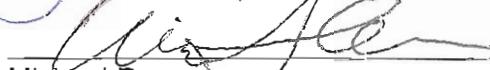
Juliette Parker
Academic Senate Representative



Yohannes Truneh
Academic Senate Representative



Joi Lin Blake
Administrative Representative



Michael Reese
Administrative Representative

DATE: March 17, 2009

TO: President's Cabinet

SUBJECT: PROGRAM REVIEW REPORT FOR YEAR ONE, 2007-2008

The following list contains the names of the programs reviewed for Year One during the 2007-2008 academic year and program review cycle. For information and, more importantly, to recognize each for the work they have done, the names of the lead writers are included.

<u>Program</u>	<u>Lead Writer(s)</u>
Business Administration/Management	Akunna Winston
Counseling (*)	Ailene Crakes
Disability Support Programs and Services (DSPS) (*)	Erika Higginbotham/Brian Stockert
Dramatic Arts	Kristan Clark
Employment/Career Services (*)	Christine Harrison
English	Chris Sullivan
EOPS/CARE/STAR (*)	Nellie Dougherty
Marketing	Mariette Rattner
Orientation/Assessment (*)	Jim Wales
Philosophy	Dwight Furrow
Physical Sciences	Gerald Schad
Registered Dental Assistant	Margaret Fickess
Sociology	Evan Adelson
Speech Communications	Lois Wittner/Kim Gerhardt
Teacher Education	Laurie Lorence
Transfer Center (*)	Naomi Grisham

These program reviews, written by the lead writers with input from discipline faculty as well as in conjunction with department chairs and managers, followed the revised San Diego Mesa College program review process described in the Program Review Handbook. Lead writers were assigned Program Review Committee liaisons at the beginning of the process. This assignment continues to encourage earlier interaction with the lead writers and results in a more complete final document. Instead of providing only the research on each program, the Campus-Based Researcher included College data, so the lead writers had comparison information. Data were provided both as counts and percentages. Specially requested data was also provided.

2007-2008 is the first Year One cycle to include Student Services Program Reviews. Of the seventeen (17) program reviews scheduled for Year One, six (6) of these were student services areas (*). A total of sixteen programs submitted their reviews within the established timelines. The dean and lead writers of the remaining program, the Hospitality Cluster, requested that their program review be postponed to 2009/2010 cycle. This request was considered and approved by the Program Review Committee at their September 5, 2008 meeting.

Each program review document was read and evaluated by at least two program review committee members using the approved "Year One Evaluation Worksheet." After the reviewers met and discussed their findings, the lead writers were contacted and provided feedback. Lead writers were given the choice of meeting with the reviewers, receiving 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 should they wish to do so. Lead writers were given copies of their portion of the committee's final report to review and provide feedback that was incorporated into this report.

Following the guidelines developed and approved by the Academic Affairs Committee, the Program Review Committee prepared its final, written report. This report was reviewed by the Academic Affairs Committee on February 23, 2009 prior to submission to the President's Cabinet.

The Program Review Committee continues to seek ways to improve both the process and forms used by the lead writers. The following recommendations are made:

Recommendation #1

It is recommended that programs or service areas that need to submit an addendum use Appendix A to report information requested by the committee. (Please see page 39)

Rationale: When an addendum is requested to provide additional information, lead writers have been asking what format and how the information should be reported.

Recommendation #2

It is recommended that the electronic versions of program review materials be used whenever appropriate. (Please see Appendix B, page 40).

Rationale: The College has adopted a sustainability policy. To assist with the implementation of this policy, the Program Review Committee continues to post program review materials online for use by the Lead Writers. When communicating with the lead writers, e-mail continues to be used. The Committee has started to submit electronic versions of its paperwork, i.e., the evaluation worksheets, to conserve on the use of paper. It was decided to post the revised Program Review Handbook to the Committee's website for ease of accessibility. A link to the Accreditation Website is planned.

NOTE: During the summer of 2008, a subcommittee integrated Administrative Services into the existing program review model. On October 28, 2008, the Program Review Committee presented the revised Program Review Handbook to President's Cabinet. The Committee included two (2) recommendations in a memo addressed to the Cabinet. (please see Appendix C, page 41). These recommendations were discussed and approved for implementation.

We commend the efforts of all program lead writers, discipline faculty and staff, department chairs, and managers who worked so diligently to complete their reviews in accordance with the process approved by the Academic Affairs Committee and the President's Cabinet.

The Program Review Committee completed its review of all submitted documents and revisions to these within the established timeline. The following pages contain reports of the Committee's findings resulting from its review and deliberations. The format of this report was revised based upon feedback from committee members, lead writers, and other readers of the Year One report. It was agreed by all that continued use of the chart-format has permitted ease of reading and facilitated finding of information when reviewing and discussing the contents of the report. All supporting documentation and worksheets are on file in the Office of Instructional Services, Resource Development and Research.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Business Admin./Mgmt. – Akunna Winston			
Program Review Committee Liaisons: Rob Fremland, Ailene Crakes			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		A description is provided on the ways the program supports the College's Mission Statement. Degrees and certificates offered by the program are included. Program pages are attached. Program strengths and challenges are documented. Challenges include a lack of equipment and full-time faculty. Improvement and modifications since the previous program review are not included because this information was not available to the lead writer.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review		✓	
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students by addressing the appropriate diversity factors. Assistance provided to the students is found in the program description and should be reiterated in this section. The SLO information was provided in the form of an addendum to the original program review.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		When discussing value of the program to the community, the lead writer indicated there was no advisory committee. The program works with faculty at other colleges. Cultural and other extracurricular activities are addressed. Outreach activities are addressed in an addendum provided by the lead writer.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment

3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		The six-year curriculum grid is included, but the response does not address integration of the program's courses. Ways that the program serves faculty and staff is described.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		The report contains both short and long-term goals. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete, listing the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The Business program has sufficiently completed their program review. All areas were addressed in the original document except SLOs and outreach, which were completed in an addendum. The program has a well documented acute need for additional full time faculty. In addition, significant improvements in facilities and equipment are necessary. Their goals are well documented with the needs, plan of action, and responsible parties listed.

Lead Writer Feedback:

I have no further recommendations at this time. Thank you.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET
2007-2008 PROGRAM REVIEWS**

Program or Service Area Name/ Lead Writer: Counseling – Ailene Crakes			
Program Review Committee Liaisons: Rob Fremland, Yvonne Bergland			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		In addition to providing a well written description on the ways the program supports the College's Mission, Counseling also included its own Mission statement. Service area strengths are well documented. Challenges are listed. Improvement and modifications since the previous program review are well detailed.
Degrees and Certificates Offered (Program Pages Attached)	N/A		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		A complete response is given for the diversity factors, and it is supported by self-provided data. The assistance given to students is well documented. The SLO section is very well done. An excellent chart containing information for assessing, measuring and monitoring the service area's SLOs is included. Responses to each question in this section are well thought out and provide a complete picture of how this service area is handling its SLOs.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		Information about the advisory committees used by Counseling is included but it is not clear to the readers how their recommendations are implemented. An extensive list of cultural and other extracurricular activities is provided as well as a complete description of the outreach activities participated in by this service area.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		A description of Personal Growth 120 meets the first criteria for this section of the review. The Curriculum Planning grid has been completed and submitted with an explanation of the service area's plan. Ways the service area serves faculty and staff are addressed.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		It was very easy to read and evaluate the goals section. The goals are organized by service area components. Goals are reported as either short or long-term. Documentation provided throughout the program review support the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The Committee found the review to be very well written and complete. It was obvious that the lead writer contacted others in her service area and obtained input from each of these within Counseling. The responses are very clearly articulated with all of the questions answered. The Committee thinks this review provides an excellent model for student services and should receive a commendation.

Lead Writer Feedback:

No comments were submitted by the lead writer relative to the program review process.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Disability Support Programs and Services (DSPS) – Erika Higginbotham/Brian Stockert			
Program Review Committee Liaisons: Yvonne Bergland, Danielle Short			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The DSPS program review is well written. The response as to how DSPS addresses the College's mission statement contains information on the support this program offers to their students. A well written addendum provides information on how DSPS supports the College's mission statement. DSPS offers no degrees or certificates, so no response is necessary for this question. The lead writer did provide the course descriptions in lieu of the program pages. The service area listed their strengths and challenges. Since the previous program review was completed in 1997, the changes and recommendations made at that time are not included because DSPS found most of this information not relevant to the current reporting format or status of the department.
Degrees and Certificates Offered (Program Pages Attached)	N/A		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		DSPS used data from the 2003 Student Satisfaction in the response to how the service area addressed diversity factors; however, upon review of their goals, they did indicate the need for updated data. More recent data from the 2005 to 2007 equity reports were also used. When responding how the service area assists students, a description of the SDCCD Workability III program was included with some information on transfer, collaborative relationships with DOR, 4-year institutions, and health care providers. In addition to responding to the questions concerning SLOs, a chart was provided containing information how DSPS used SLOs at the AS degree level. To develop their outcomes, DSPS had meetings with the SLOAC coordinator. They used a coordinated and collaborative approach. Although no timelines are given, SLOs are a recurring agenda item during department and faculty meetings as well as retreats. Types of activities are described for the two outcomes selected. Assessment methods were given and the use of the results described. Addendum provided information on where the service area files its SLO documentation.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		

B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		A district-wide advisory committee, including its role, was described. An addendum describes how this committee's recommendations are implemented. The minutes of 2005/2007 were included with the addendum. Activities undertaken by the service area to attract community members to college are included. Outreach activities are described.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		
B. Program or Service Area Assessment			
3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:			
Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		In responding to the section on "Value of the Program/Service Area to Mesa College," courses are listed but the explanation of how the mission statement is served was not included. The response included an explanation of the service area's plan to review and/or integrate its curriculum and the required grid was attached. Ways in which the service area serves faculty and staff are stated.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		
C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:			
Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		An addendum describes the development of new goals. Goals are divided into short and long-term. The identified needs are consistent with the stated goals. Realistic and concrete plans of actions are presented with the persons assigned identified. The Office of Instructional Services, Resource Development and Research involvement with short-term goals #7 and #9 was included in the addendum. Timeframes for long-term goals #3, #4 and #5 were included in the addendum.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		
Committee Recommendation(s)/Comments:			
The DSPTS program review is well written. The lead writer provided an impressive addendum requested by the Committee. Clarification of the mission statement and service area changes; improvements or modifications sections; SLO information; how the district-wide advisory committee's recommendations are implemented; and, long-term goal timelines are included in the addendum.			
Lead Writer Feedback:			
No comments were submitted by the lead writer relative to the program review process.			

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Dramatic Arts – Kristan Clark			
Program Review Committee Liaisons: Jill Baker, Ebony Tyree			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		A description of how the program supports the College's Mission statement is well written. The program description clearly reports the degrees and certificates offered. Program strengths are well documented with the major challenges described. Improvement and modifications since the previous program review are included. Program pages are included.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment addresses the appropriate diversity factors. The lead writer provided a list of where program alumni are now working or pursuing further education. The SLOs for this program have been identified, including the process used to develop these. The activities conducted by the program to achieve these outcomes are described. The assessment being used to measure the achievement of the selected outcomes is described, including the results of the assessment. The location of the SLO information for the program is given.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		Drama does not presently have an advisory committee or equivalent but is interested in forming one. The activities offered by the program to attract community members to the College are well described. Outreach activities are well documented.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment			
3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:			
Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		When discussing how the program serves Mesa College, new and/or revised courses are discussed. The program's six-year curriculum review plan is discussed and the recommended grid is included. Ways that the program serves faculty and staff are addressed.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		
C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:			
Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		The lead writer provided the documentation needed to support the new goals and needs. These goals are reported as either short or long-term. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		
Committee Recommendation(s)/Comments:			
The Committee rated the program review as excellent, truly exemplary in its attention to detail and clear presentation. The attachments are likewise appropriate and informative.			
Lead Writer Feedback:			
No comments were submitted by the lead writer relative to the program review process.			

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Employment/Career Services – Christina Harrison			
Program Review Committee Liaisons: Ian Kay, Michael Reese			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The service area description is well written and clearly reports how Employment/Career Services addresses the College's mission. Program strengths are documented with challenges described. Improvement and modifications since the previous service area review are included.
Degrees and Certificates Offered (Program Pages Attached)	N/A		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The service area assessment describes the value to students with appropriate diversity factors addressed. The service area helps students obtain employment. The service area SLOs are stated but there is a need for clarity. The process used to develop them is included. The activities conducted by the service area and the assessment being used to measure their achievement are addressed with more detail needed. Results of the assessment are briefly reported. Location of the SLO documentation is not given. The lead writer provided an addendum that specified the location of electronic and hard-copy SLO files.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		This service area has no advisory committee but an equivalent group is described. Their role is explained and how the recommendations they make are implemented. There is also a discussion of the activities that attract community members to Mesa College in this document. The response discusses the program's outreach activities.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		Workshop changes since the previous program review are documented. The service area's plan for review of these workshops is explained. Ways the service area serves faculty and staff are described.
Six-year Curriculum Review Plan	N/A		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the person responsible for carrying out the actions within a suitable timeframe.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

Detail concerning the location of the SLO files is needed for the SLO section of the program review. This information should be submitted in the form of an addendum. The remainder of the program review is complete and thorough.

Lead Writer Feedback:

The Lead Writer conducted continuous meetings with the Career Center Team throughout the Program Review process to discuss input and feedback. The Program Review workshop and supplemental guidelines were very helpful in providing a structure for the lead writer. The liaisons assisted in providing feedback and suggestions which the Career Center incorporated into their Program Review. In the future the Career Center would like to work more closely with the liaisons by starting the dialogue process earlier.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: English – Chris Sullivan			
Program Review Committee Liaisons: Ian Kay, Joi Blake			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The program description clearly reports the degrees and certificates offered. Program strengths are well documented with the major challenges identified and explained. Improvement and modifications since the previous program review are included. Program pages are attached.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students by addressing the appropriate student diversity factors. Assistance provided to the students is described. Program SLOs are thoroughly addressed and the process to develop these described. The types of activities conducted to achieve these outcomes and the assessments to measure their achievement are explained. Since assessment is in process at this time, results are pending. The location of the program's SLO documentation is given.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		When discussing "Value of the Program to the Community", the make-up and role of the program's equivalent group that provides input is documented with an explanation of how its recommendations are implemented. Outreach, cultural, and extracurricular activities are identified and explained.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		The lead writers describe the new courses and those revised since the previous program review. The document includes a curriculum review plan. The six-year curriculum planning grid was completed and submitted. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The Committee found this program review to be complete and thorough.

Lead Writer Feedback:

No comments were submitted by the lead writer relative to the program review process.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2006-2007 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: EOPS/STAR/CARE – Nellie Dougherty			
Program Review Committee Liaisons: Chris Sullivan, Bruce Naschak			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		A very thorough service area description clearly addresses how EOPS/STAR/CARE supports Mesa College's mission. No degrees and certificates are offered. Service area strengths are well documented. Major challenges are described and, the attention given to statewide budget is compelling. Improvement and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	N/A		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The diversity factors in this service area are well explained with excellent use of data to support the context. The SLOs for this service area are reported in chart format and include methodology used to determine them. The framework and timeline used are found in the "outcome" section of the chart. The activities used by the service area and the types of assessments used are described. Results are part of the table. No information is given as to the location of the SLO documentation. A comprehensive bulleted list is provided that describes how the service area assists students.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		"Value of Program to the Community" includes a discussion of the service area's advisory group or equivalent group that provides input to EOPS/STAR/CARE. Its role is clearly explained but unclear as to how its recommendations are implemented. An addendum explained how these recommendations are implemented. The section on cultural, athletic, extracurricular or other activities appears to be missing. This information was provided in the form of an addendum. Outreach activities are explained.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		The response describes the workshops offered by the service area. Ways that the service area serves faculty and staff are addressed.
Six-year Curriculum Review Plan	N/A		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Service area goals are submitted separately for STAR/TRIO/CARE. Goals are divided into either short or long-term. Documentation provided throughout the program review supports the new goals and needs. Statements of program need are well done as are the plans of action. Person(s) responsible are designated.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

Cultural, athletic, extracurricular or other activities should be reported in the form of an addendum. Also, clarification as to how the service area implements its advisory or equivalent group's recommendations should be clarified. The Committee was impressed with the innovative approach used to address SLOs. The lead writer provided an addendum containing the missing information.

Lead Writer Feedback:

Thank you Yvonne. We will get to work on the committee's recommendation.

I appreciate the Program Review Committees assessment of our report, the feedback is excellent!

Anthony

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Marketing – Mariette Rattner			
Program Review Committee Liaisons: Joi Blake, Penny Hedgecoth			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The program description is well written and clearly reports the degree and certificate offered. Program strengths are well documented, with the major challenges identified. Improvements and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students. Student diversity factors are addressed. The lead writer included statistics on those Business students who transfer. Program SLOs were reported including the process used to develop them. Program activities conducted to achieve these outcomes are described. The types of assessment being used to measure the achievement of the selected outcomes is addressed. The response includes a description of the results and how these were used for program improvement. No information on the location of the SLO documentation could be found. This information was provided in the form of an addendum.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		The lone faculty member in this program is unable to recruit and develop an advisory committee. Cultural, extracurricular, and other activities cannot be offered for the same reason. Workload constraints also prevent outreach.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment			
3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:			
Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		No new courses have been developed since the previous program review, nor have existing courses been revised beyond routine updating. The program's plans for curriculum review and/or integration are discussed. The six-year curriculum planning grid is included. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		
C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:			
Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. An addendum was submitted explaining the formation of the program's goals. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		
Committee Recommendation(s)/Comments:			
The program review is well written. The location of the program's SLO documentation should be reported in the form of an addendum.			
Lead Writer Feedback:			
The lead writer provided the requested information in the form of an addendum. No comments relative to the program review process were submitted.			

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Orientation/Assessment – Jim Wales			
Program Review Committee Liaisons: Kristan Clark, Yohannes Truneh			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The service area addresses how it supports the College's mission. The program description is thorough and well written. Service area strengths and challenges are listed. Improvements and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	N/A		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		Appropriate diversity factors are addressed for the Testing Office and Orientation. Services provided to students by the Testing Office and those in Orientation are described. SLOs for the Orientation and Assessment area are in progress with some ideas presented on the process on how to develop these. The activities the service area will conduct to achieve these outcomes as well as the types of assessment to be used are in the planning stages. Due to the developmental status of the service area's SLOs, no documentation is available.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		The service area has no advisory committee or equivalent group. A thorough explanation of the service area's outreach activities is given.
Cultural, Athletics, Extra Curricular or Other Activities	N/A		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops		✓	Although testing data is provided, the orientation workshops are not clearly explained. There is no plan for regular review of these workshops. The component concerning how the program serves faculty and staff is not addressed. Additional information was provided in the form of addendum.
Six-year Curriculum Review Plan	N/A		
Service to Faculty and Staff		✓	

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term and supported with statements of need. The plans of action are related to the goals and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The revised service area review was thorough and well written. Missing information on the value of the service area to Mesa College should be provided in the form of an addendum. If either of these components is not applicable to the service area, please state so and include that information in the addendum.

Lead Writer Feedback:

Yvonne and all ~

Thanks for the thorough review. Regarding the two areas of weakness that were noted, please see the attached addendum.

Jim

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Philosophy – Dwight Furrow			
Program Review Committee Liaisons: Ailene Crakes, Jonathan Fohrman			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The degrees and certificates offered are listed. Program strengths and challenges were not included in the original program review but provided by the lead writer in a requested addendum. The lead writer reported no improvements or modifications since the previous program review.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		Some student diversity factors are addressed. Very little information is given concerning how the program assists its students. The program's SLOs are addressed. The requested addendum included information on how the SLOs were developed as well as the assessment tools to be used. There is no information given on the location of this program's SLO documentation.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		The program has no advisory or equivalent group. The program does not offer outreach, cultural or extracurricular activities.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		The program has completed its integration of its courses with a very general plan for curriculum review. The six-year curriculum planning grid is included. The ways the program serves faculty and staff was explained in the requested addendum.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. The identified needs were not specific. The plans of action are related to the goals with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The Philosophy program review was brief and succinct. Professor Furrow was responsive and submitted an addendum to the program review dated October 6, 2008. The addendum addressed areas that the program review liaisons requested. As indicated by the lead writer, the Philosophy department is devising a pre/post test to assess student progress in mastering critical thinking skills. The students will be assessed sometime in 2009.

Lead Writer Feedback:

No comments were submitted by the lead writer relative to the program review process.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Physical Sciences – Gerald Schad			
Program Review Committee Liaisons: Yohannes Truneh, Chris Sullivan			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The new "value" statement from the 2008-2009 catalog is cited. The program description is well written and clearly reports the degrees and certificates offered. Program strengths are well documented with the major challenges identified. Improvements and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the program's value to students. A discussion of Geology 104 is a good example of how this program assists the students. Student diversity factors are addressed. The program's SLOs are addressed in terms of the campus-wide student learning outcomes. No information concerning the process to develop these outcomes is given. The activities the program is using to achieve these outcomes are not described nor are the types of assessment planned included. No information is given relative to how the results were used by the program. It may be that these next steps have not yet been attained. The location of the program's SLO documentation is not stated.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		This program has no advisory committee or equivalent group. Outreach, cultural and extracurricular activities are documented.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		Course changes since the previous program review are documented. The program's plans for curriculum review and/or integration are discussed. The six-year curriculum planning grid is included. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

Additional information concerning where SLO document is filed should be submitted in the form of an addendum. The remainder of the program review is complete and well written.

Lead Writer Feedback:

No comments were submitted by the lead writer relative to the program review process.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Registered Dental Assisting – Margaret Fickess			
Program Review Committee Liaisons: Juliette Parker, Kathleen Wells			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The program description is well written and clearly reports the degrees and certificates offered. Program strengths are well documented with the major challenges identified. Improvements and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students. Student diversity factors are addressed but do not state how the program encourages diversity. The lead writer provided detailed information on how the program assists students to obtain employment, pass licensing examinations and complete the degree or certificate. The SLOs developed for the program are addressed and the process used to determine them is given. Activities conducted by the program to advance these outcomes are described with the types of assessments used to measure their achievement. The results of these assessments are given and the location of the program's SLO documentation described.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		When discussing the advisory committee, its membership and role are included. The program uses input from this group in its decision-making with the Committee informed on the progress of its recommendations. Outreach, cultural and extracurricular activities are documented.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment			
3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:			
Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		Course changes since the previous program review are documented. The program's plans for curriculum review and/or integration are discussed. The six-year curriculum planning grid is included. It is recommended that the three-year curriculum be included in the narrative. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		
C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:			
Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		
Committee Recommendation(s)/Comments:			
The Committee found this program review to be well written. The SLO section is especially well done. The lead writer provided the additional information/clarification requested by the Committee.			
Lead Writer Feedback:			
No comments were submitted by the lead writer relative to the program review process.			

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Sociology – Evan Adelson			
Program Review Committee Liaisons: Monica Romero, Ebony Tyree			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The program description is well written and clearly reports the degrees and certificates offered. Program strengths are well documented with the major challenges identified. Improvements and modifications since the previous program review have not been specified. The lead writer provided an addendum that described the improvements and modifications made since the previous program review.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students. Student diversity factors are addressed in a very detailed chart. It is not clear how the program assists its students. Additional information in the form of an addendum provided clarity as to the various activities carried out by the program to assist students. Student learning outcomes for this program are not yet developed. The process to develop these outcomes, their assessment, and the use of the results from the assessment are part of the program's short-term goals. No location of the SLO documentation is given.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		An equivalent group that has input to the program is described. This group's role and how its recommendations are implemented is not specified. Outreach, cultural, and extracurricular activities are documented.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment			
3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:			
Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		Course changes since the previous program review are documented. The program's plans for curriculum review and/or integration are discussed. The six-year curriculum planning grid is included. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		
C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:			
Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		
Committee Recommendation(s)/Comments:			
Missing information concerning program improvements/modifications and clarity on how this program assists students should be submitted in the form of an addendum.			
Lead Writer Feedback:			
The lead writer indicated that some of the questions in the value of the program to students and to the community are repetitive.			

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Speech Communications – Lois Wittner, Kim Gerhardt			
Program Review Committee Liaisons: Juliette Parker, Monica Romero			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The program description is well written and clearly reports the degrees and certificates offered. Program strengths are well documented with an emphasis on the speech and debate team. Challenges experienced by the program are included. Improvements and modifications since the previous program review are described in detail.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students. Student diversity factors are addressed with a recommendation for information on how the program encourages diversity. Student learning outcomes and the process to develop them are described. The activities to achieve these outcomes are in progress with the type of assessment being used to measure the achievement of the SLOs described. Since assessments are not yet complete, results are not available. With SLO development in progress, no file location is given.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		The lead writer indicated that an advisory committee or equivalent group does not apply to the Speech program. Outreach, cultural, and extracurricular activities are documented.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		A very detailed description of course changes since the previous program review is documented. The program's plans for curriculum review and/or integration are discussed. The six-year curriculum planning grid is included. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The program review is well written and thorough. The Committee's recommendation concerning student diversity factors should be submitted in the form of an addendum.

Lead Writer Feedback:

No comments were submitted by the lead writer relative to the program review process.

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Teacher Education – Laurie Lorence

Program Review Committee Liaisons: Kristan Clark, Christopher Kalck

A. Program or Service Area Description – The program review addresses the following components:

Criteria	Yes	No	Committee Comments
College's Mission	✓		The program addresses how it supports the College's mission. The program description is well written and clearly reports the degree offered. Program strengths are well documented with the major challenges identified. Improvements and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		

B. Program or Service Area Assessment
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:

Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The program assessment describes the value to students. Student diversity factors are very well addressed. Information on how this program assists students is addressed. Program SLOs are addressed. The process used to develop these outcomes is in progress. Examples of activities that the program will conduct to achieve these outcomes are given. The assessment tools to measure achievement of the selected outcomes are in progress. Use of the assessment results is also in progress. The location of the program's SLO documentation is included in an addendum provided by the lead writer.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓		

B. Program or Service Area Assessment
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:

Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		When discussing the advisory committee, its membership and role are included. The program uses input from this group as needed. Outreach, cultural, and extracurricular activities are documented.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment**3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:**

Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		Course changes since the previous program review are listed. The program's plans for curriculum review and/or integration are discussed. The six-year curriculum planning grid is included. The ways the program serves faculty and staff are explained.
Six-year Curriculum Review Plan	✓		
Service to Faculty and Staff	✓		

C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:

Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete, with some of the persons responsible for carrying out the actions identified due to program status.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		

Committee Recommendation(s)/Comments:

The Committee was impressed with the clarity and completeness of this program review. The location of the program's SLO documentation is missing and needs to be provided in the form of an addendum.

Lead Writer Feedback:**Program Review Process Feedback**

It is difficult to judge the process, since I was brought in as lead writer in the middle of the Teacher Education's Year One review. However, the previous lead writer, Danene Soares took extra time to walk me through this process. Yvonne Bergland also shared information and promptly answered my questions. I was able to view the Powerpoint Presentation that is shown during the lead writer training and felt that presentation was thorough and clear. The e-mails from Dean Bergland about the requirements and due dates have also been clear and timely.

Laurie Lorence
Lead Writer: Teacher Education Program

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
YEAR ONE COMMITTEE REPORT TO PRESIDENT'S CABINET**

2007-2008 PROGRAM REVIEWS

Program or Service Area Name/ Lead Writer: Transfer Center – Naomi Grisham			
Program Review Committee Liaisons: Anne Geller, Jonathan Fohrman			
A. Program or Service Area Description – The program review addresses the following components:			
Criteria	Yes	No	Committee Comments
College's Mission	✓		The service area addresses in detail how it supports the College's mission. The service area description is well written and clearly reports the service area strengths and its major challenges. Improvements and modifications since the previous program review are included.
Degrees and Certificates Offered (Program Pages Attached)	✓		
Strengths and Challenges	✓		
Improvements or Modifications Since Previous Program Review	✓		
B. Program or Service Area Assessment			
1. Value of the Program or Service Area to Students – The program review describes how student needs are met through:			
Criteria	Yes	No	Committee Comments
Student Diversity Factors	✓		The service area assessment describes the value to students. Student demographic diversity data are included in the discussion of the diversity factors. The service area describes how it meets students' needs. The service area SLOs mirror those of the College. The process used to develop the service area SLOs is described as are the activities and assessment methods. The lead writer described the assessment results and how these were used for improvement. The SLO documentation for this service area is retained by the Transfer Center Director.
Assistance Provided Students	✓		
Development/Implementation of SLOs <ul style="list-style-type: none"> • SLOs included • Process used • Activities conducted • Assessment • Results documented • Location of SLO files 	✓ ✓		
B. Program or Service Area Assessment			
2. Value of the Program or Service Area to the Community – The program review describes how community needs are met through:			
Criteria	Yes	No	Committee Comments
Advisory Committee or Equivalent Group	✓		When discussing the advisory committee, its membership and role are included. The service area uses input from this group in its decision-making. Outreach and many other activities are undertaken by this service area to attract community members.
Cultural, Athletics, Extra Curricular or Other Activities	✓		
Outreach Activities	✓		

B. Program or Service Area Assessment			
3. Value of the Program or Service Area to Mesa College – The program review describes how Mesa College is served:			
Criteria	Yes	No	Committee Comments
New and/or Revised Courses or Service Area Workshops	✓		Workshop changes since the previous program review are very well documented. The service area's plans for workshop review are done every three years unless there are changes due to university admission requirements or information. The ways the service area serves faculty and staff are explained.
Six-year Curriculum Review Plan	N/A		
Service to Faculty and Staff	✓		
C. New Goals for the Program or Service Area – The new goals established for the program or service area contain:			
Criteria	Yes	No	Committee Comments
Short and long-term goals	✓		Goals are reported as either short or long-term. Documentation provided throughout the program review supports the new goals and needs. The plans of action are well thought out and complete with the persons responsible for carrying out the actions within a suitable time frame.
Statements of Program needs	✓		
Explicit and concrete actions to be taken	✓		
Timeline for Action to Accomplish the New Goals	✓		
Person(s) Assigned	✓		
Committee Recommendation(s)/Comments:			
The Committee found this review to be very complete and well done.			
Lead Writer Feedback:			
No comments were submitted by the lead writer relative to the program review process.			

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

2007-2008 PROGRAM REVIEWS

APPENDICES

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW
ADDENDUM TO PROGRAM REVIEW**

Program/Service Area Name: _____

INSTRUCTIONS

When additional information to clarify or strengthen your program is requested by your Liaisons, please respond using the following format.

- a. List the question(s) from the program review response sheet involved. Example: "Ways the program or service area serves faculty and staff".
- b. Provide the requested information.
- c. Submit the completed addendum via e-mail to Yvonne Bergland (yberglan@sdccd.edu) with copies to your liaisons and Cathy Palestini (cpalesti@sdccd.edu).

**SAN DIEGO MESA COLLEGE
PROGRAM REVIEW HANDBOOK
LEAD WRITER/MANAGER CHECKLIST**

PROGRAM/SERVICE AREA: _____

LEAD WRITER(S): _____

A. INSTRUCTIONS FOR LEAD WRITER:

Please attach this checklist to your original program review document when submitting to your manager. When your program review is completed, the following items are to be submitted:

- _____ 1. Attach **copies of all research** you used when responding to program review questions. For Year One only, submit the **SLO/AUO documentation, six-year curriculum review planning grid, and the program pages from the current catalog.**
- _____ 2. After the **original** program review has been **signed by you as the lead writer, and by the department chair**, please submit this document to your manager for review and approval. Please staple top left corner only.
- _____ 3. After your program review has been approved by your manager, send **one (1) electronic copy** of program review document via email to cpalesti@sdccd.edu. **NOTE:** Your manager will notify you when to send the electronic copy (see B. #3 below).
(Office Use Only: Date received: _____)

B. INSTRUCTIONS FOR MANAGER:

When you have completed your review of the document:

- _____ 1. Please **sign the original document** in the space provided.
- _____ 2. Submit **the signed original** program review document to the Office of Instructional Services, Resource Development and Research. (Office of Instructional Services, Resource Development and Research will deliver copy to Vice Presidents of Instruction, Student and Administrative Services.)
- _____ 3. Notify the lead writer the program review has been approved and to send the electronic copy as described in A. #3 above.

C. INSTRUCTIONS FOR LEAD WRITER AFTER SUBMISSION TO PROGRAM REVIEW COMMITTEE:

When the Program Review Committee liaisons have completed their evaluation of the document:

- _____ If corrections are made, submit as an **addendum, in both a hard copy and electronic version**, to the Office of Instructional Services, Resource Development and Research **only**. Contact the Office of Instructional Services, Resource Development and Research (A109) and the appropriate form will be provided.

Submitted by: _____
Signature of Lead Writer/Date
Signature of Manager/Date

October 21, 2008

TO: President's Cabinet
FROM: Yvonne Bergland, Dean, Co-Chair, for the Program Review Sub-committee
SUBJECT: PROGRAM REVIEW HANDBOOK, INSTRUCTIONAL PROGRAMS, STUDENT AND ADMINISTRATIVE SERVICES

During the summer, 2008, a subcommittee of representatives from the Program Review Committee and from Administrative Services had a series of meetings to implement the six (6) recommendations approved by the President's Cabinet to integrate Administrative Services into the Program Review model. (Please see attachment)

The subcommittee membership included the following individuals. In response to Recommendation #3, the Administrative Services representatives listed below have become members of the Program Review Committee.

Yvonne Bergland, Dean, Co-Chair, Program Review Committee
Kris Clark, Program Review Representative
Jonathan Fohrman, Dean, Program Review Representative
Rob Fremland, Co- Chair Program Review Representative
Penny Hedgecoth, Administrative Services Representative
Ian Kay, Program Review Representative
Susan Mun, Program Review Representative
Caterina Palestini, Program Review Representative
Chris Sullivan, Program Review Representative
Kathleen Wells, Administrative Services Representative

A major task of the subcommittee was to review and revise the program review handbook (Recommendation #1). During this undertaking, Recommendation #2 was done when administrative services areas were defined and placed in the five-year cycle. In addition, Recommendation #5, determination of appropriate research data, was accomplished.

Recommendation #4, lead writer training, is scheduled for Friday, October 24, 2008. In the past, this lead writer training was designed especially for those programs in Year One. Due to the integration projects, this training was revised to include Years One through Five.

When the Program Review Committee prepares its two (2) annual reports, Administrative Services findings will be included (Recommendation #6).

With the implementation of Administrative Services, all academic programs and service areas will be included in the existing program review model. There is a need for a plan for the "everything else". This "everything else" is defined as those remaining infrastructures that support the students and their programs within the offices of the College President as well as the Vice Presidents of Instruction, Student Services and Administrative Services including their respective district components. **The subcommittee is recommending that an appropriate program review model for these remaining areas be researched and developed using the same approach as was used for previous integrations.**

Due to the importance of program review, the subcommittee is also recommending that the findings of the Program Review Committee be presented to the Board of Trustees. In addition to a brief presentation, the Board would be provided with copies of the reports so they would be more directly informed about program review.