

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR THREE
YEAR-END REPORT, 2008-2009**

**REVISED ADDENDUM – FALL, 2009
Presented and Approved by the President’s Cabinet on September 1, 2009**

Year Three Writers 2008-2009	Lead Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Chicano Studies (L) • Cesar Lopez	Jonathan Fohrman (Michael Reese)	C	A totally revised program review was submitted by the new lead writer on July 8, 2009 and was forwarded to the assigned liaisons for their assessment. The program review was found to be very informative and complete with all requirements met. Progress on all short- and long-term goals has been well documented with obstacles to their completion included. Four (4) new goals were added with three (3) designated as short-term and one (1) as long-term. When responding to Question #4 concerning the use of data to describe any significant changes and how these changes impacted the program, the lead writer provided an in-depth response that included enrollment data as well as how the new tenure-track hire has helped to promote and implement program goals. The program is planning to request research to assess increasing enrollments including the impact of newly created online course offerings.

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

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

**ADDENDUM
Presented on May 11, 2010**

Year/Lead Writers 2009-2010	Program Review Committee Liaisons	Goals and Plan of Action Worksheet	Program Report Questions	Comments/Recommendations from Program Review Committee
Year Two 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.
Year Four 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.

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San Diego Mesa College

Program Review

Committee Report Years Two - Five

2008-2009

Presented to President's Cabinet

May 12, 2009

Presented and Approved on May 12, 2009

SAN DIEGO MESA COLLEGE
PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT’S CABINET
YEAR-END REPORT FOR YEARS TWO - FIVE
2008-2009

TABLE OF CONTENTS

Committee Membership/Signature Page.....	3
Memo to President’s Cabinet.....	4
Year-End Reports, 2008-2009.....	6
Year Two.....	6
• Lead Writers	6
• Liaisons.....	6
• Form 3	6
• Progress Report.....	6
• Comments/Recommendations.....	6
Year Three	8
• Lead Writers	8
• Liaisons.....	8
• Midterm Report.....	8
• Comments/Recommendations.....	8
Year Four	12
• Lead Writers	12
• Liaisons.....	12
• Form 3	12
• Progress Report.....	12
• Comments/Recommendations.....	12
Year Five	15
• Lead Writers	15
• Liaisons.....	15
• Final Report	15
• Comments/Recommendations.....	15
Appendices.....	17
A. Administrative Services - Year One, 2008-2009	18
B. October 21, 2008 Memo to President’s Cabinet.....	19

**SAN DIEGO MESA COLLEGE
ACADEMIC PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT'S CABINET
YEAR-END REPORT FOR YEARS TWO, THREE AND FIVE
2008-2009**

COMMITTEE MEMBERSHIP/SIGNATURE PAGE:

Yvonne Bergland
Yvonne Bergland
Administrative Representative, Co-Chair

Monica Romero
Monica Romero
Student Services Representative, Co-Chair

Penny Hedgecoth
Penny Hedgecoth
Classified Senate Representative

Danielle Short
Danielle Short
Classified Senate Representative

Jill Baker
Jill Baker
Academic Senate Representative

Kristan Clark
Kristan Clark
Academic Senate Representative

Annie Geller
Annie Geller
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Laura Mathis
Laura Mathis
Academic Senate Representative

Juliette Parker
Juliette Parker
Academic Senate Representative

Susan Mun
Susan Mun
Campus-Based Researcher

Jonathan Fohrman
Jonathan Fohrman
Administrative Representative

Robert Fremland
Robert Fremland
Academic Senate Representative, Co-Chair

Kathleen L. Wells
Kathleen Wells
Administrative Services Representative, Co-Chair

Caterina Palestini
Caterina Palestini
Classified Senate Representative

Ebony Tyree
Ebony Tyree
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Henry Browne
Henry Browne
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Ailene Crakes
Ailene Crakes
Academic Senate Representative

Ian Kay
Ian Kay
Academic Senate Representative

Bruce Naschak
Bruce Naschak
Academic Senate Representative

Chris Sullivan
Chris Sullivan
Academic Senate Representative

Joi Lin Blake
Joi Lin Blake
Administrative Representative

Michael Reese
Michael Reese
Administrative Representative

DATE: May 12, 2009
TO: Members of the President's Cabinet
SUBJECT: PROGRAM REVIEW YEAR-END REPORT FOR YEARS TWO - FIVE, 2008-2009

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 forms and/or response sheets
- comments/recommendations/commendations from the Program Review Committee and, when provided, feedback from the lead writers

PROCESS

In the spring, 2008, the President's Cabinet approved recommendations to integrate Administrative Services into the existing program review process. This task was completed during the summer, 2008 with integration of Administrative Services into Year One for the fall, 2008-2009 cycle. Due to the structure of Administrative Services, revisions to original organization of the service areas was considered during the spring 2009. It was decided that a realignment of the service areas would result in a more meaningful program review experience for the service areas, the lead writers and the assigned liaisons (see Appendix A, page 18).

As a result of this integration, the annual fall lead writer training was revised to include the administrative service areas. This training was held on October 24, 2008 with excellent attendance. At the conclusion of the training, evaluative feedback resulted in the formation of a program review subcommittee to review and revise the presentation's content as well as its format for fall 2009.

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 reviews.

Despite these numerous reminders and contacts from assigned liaisons and managers, not all program reviews were submitted within the established timelines. A total of twelve (12) programs and service areas submitted their documentation after the March 30, 2009 due date or not at all. As of the writing of this report, the following program reviews have not been received:

Black Studies (Year 3) Chicano Studies (Year 3)
Building Construction (Year 3)

When received, these program reviews will be forwarded to the assigned liaisons for review. Upon completion of this review, an addendum will be written and submitted to President's Cabinet for action.

The Program Review Committee is requesting the assistance of the President's Cabinet and Academic Affairs Committee in obtaining these program review documents. The faculty co-chair of the Academic Affairs Committee indicated that he would contact each of the above lead writers concerning the status of their program reviews.

Each program review document 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 Program Review committee's Year-End written report was reviewed by the Academic Affairs Committee on April 27, 2009 prior to submission to the President's Cabinet. After review and approval by the President's Cabinet on May 12, 2009, 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).

For 2008-2009, the Program Review Committee is making the following recommendations concerning its processes:

Recommendation #1

It is recommended that the existing Program Review Handbook be reviewed and refined for clarity.

Rationale: Although Mesa's program review framework has been established, an ongoing and systematic review is required to insure that its results are consistently linked to institutional planning and resource allocation. The continued use of institutional research to improve student learning and achievement should be reviewed on a regular basis to support program and service area planning and effectiveness.

Recommendation #2

It is recommended that the existing Program Review Handbook be reviewed for duplication and then, appropriate changes will be instituted.

Rationale: Over the past two years, the program review process was revised to integrate Student Services and Administrative Services into its existing model. This review for duplication will ensure that the process continues to be meaningful and is aligned with the Accrediting Commission for Community and Junior Colleges (ACCJC) rubric for supporting institutional effectiveness.

Recommendation #3

It is recommended that the changes/revisions resulting from the above investigations be instituted for the program review cycle beginning Fall, 2009.

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 during the summer months will permit the programs and service areas to use the refined process to assist with informed decision-making at the program, school and college levels.

Next Steps:

For the remainder of this academic year, the Program Review Committee will continue its work with the revision of the lead writer training as well as organize a subcommittee to implement the three (3) recommendations included in this report when approved by the President's Cabinet.

The committee continues to implement two (2) recommendations presented to the President's Cabinet on October 21, 2008 (see Appendix B, page 19). Research continues for a model to integrate Mesa's remaining infrastructure that includes the President's Office, the Vice Presidents of Instruction, Student Services and Administrative Services as well as their respective district components.

As a first step in the sharing of program review to the Board of Trustees, the faculty co-chair, Rob Fremland organized a meeting, inviting those individuals responsible for program review and student learning outcomes (SLOs) at each of the colleges and Continuing Education to attend. This meeting was held on March 6, 2009 with representation from each site. The meeting agenda included presentation and discussion of the program review models used at each of the sites. After discussing the sharing of program review information with the Board of Trustees, it was agreed that the site meetings would provide a starting point. Another meeting of this group was planned to discuss the outcome of their respective onsite meetings before doing a district-wide program review presentation to the Board of Trustees.

These above suggestions and recommendations are a result of an analysis of the findings, problems, issues, and concerns discussed with our parent committee, the managers, lead writers, and others during the spring 2009 program review cycle. We commend the efforts of all program lead writers, department chairs/supervisors and managers who worked so diligently to implement the process and timelines and to complete their reviews on time and in accordance with the approved process.

The Program Review Committee completed its review of all submitted documents 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, 2008-2009**

Year Two Lead Writers 2008-2009	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Chemistry • Joe Toto	Juliette Parker (Kathleen Wells)	C	C	The program review 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 noted that the most common obstacle affecting this program's goals was the status of the college's budget.
Computer Business Technology • Karen Williams/ Leslie Cloud	Henry Browne (Penny Hedgecoth)	C	C	The program review 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.
Economics • Mark Abajian	Ian Kay (Bruce Naschak)	C	C	The program review 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 recommended and the lead writer concurred that instead of deleting the program's short-term goal to hire a new Economics professor, this goal became long-term. The delay was explained as being caused by the college's hiring freeze due to budget constraints.
Engineering • Morteza Mohssenzadeh	Chris Sullivan (Ailene Crakes)	C	C	The program review 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 (Joi Lin Blake)	C	C	The program review 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.
Interior Design • Mimi Moore/ Holly Hodnick	Kristan Clark (Laura Mathis)	C	C	The program review 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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Year Two Lead Writers 2008-2009 (Continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Learning Resources/Instructional Support • Devin Milner	Rob Fremland (Michael Reese)	C	C	The program review 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 review 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, 2008-2009**

Year Three Lead Writers 2008-2009	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Accelerated College Programs • Carl Luna	Joi Blake (Jill Baker)	C	The program review 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. Given the current budgetary constraints, this program's short and long-term goals were reported as "pending".
Accounting (*) • Tracy Tuttle	Henry Browne (Yvonne Bergland)	C	The Committee would like to recognize and commend the Accounting program for its high quality report. The program review 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. The assigned liaisons found this program review to be very complete and well done. A new goal was added relative to SLOs. The lead writer used student equity data for her discipline when responding to the question on institutional effectiveness. There was also a good discussion of the challenges experienced by this program due to the "continued instability of the Blackboard Vista system on campus computers that is preventing student-faculty contact."
Animal Health Technology • Peggy Fischer	Bruce Naschak (Ebony Tyree)	C	The program review 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 rated the review as excellent.
Anthropology • Diane Barbolla	Ian Kay (Yvonne Bergland)	C	The program review 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 provided feedback on missing items concerning the progress reported on the short and long-term goals. A new goal was not identified as to a timeframe. An addendum containing this information is requested. The lead writer provided both data and an analysis of WSCH and WSCH/FTEF ratio received from the dean. When provided a copy of the Committee's report, the lead writer indicated that an addendum would be submitted.

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Year Three Lead Writers 2008-2009 (continued)	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Architecture (L) •Pam Chapman	Henry Browne (Kathleen Wells)	C/R	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. When received on April 15, 2009, the program review was distributed to the assigned liaisons for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review 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 assigned liaisons reported that a newly added long-term goal is incomplete and requires the following information: needs; actions to be taken; timeframe; and person(s) assigned. This information should be submitted in the form of an addendum.
Art-Fine Art (All) •Georgia Laris/ Wendell Kling	Juliette Parker (Michael Reese)	C/R	The program review 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 noted that the most common obstacle affecting this program's goals was the status of the college's budget. The program did not respond to question 4 concerning the use of institutional effectiveness data or describe how any significant changes impacted them. This information should be submitted in the form of an addendum. The lead writers are preparing the requested addendum.
Biology (L) •Paul Sykes	Henry Browne (Jonathan Fohrman)	C	The program review was not submitted within the established timeline of March 30, 2009. When received April 2, 2009, the program review was distributed to the assigned liaisons for review. The Committee is requesting that the lead writers adhere to published timelines and submit future program reviews within these. The program review 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 noted that the most common obstacle affecting this program's goals was the status of the college's budget and the resulting hiring freeze.
Black Studies (L) •Thekima Mayasa	Kristan Clark (Monica Romero)	R	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The report from the Program Review Committee is pending the submission of documentation from the lead writer.

Year Three Lead Writers 2008-2009 (continued)	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Building Construction- Carpentry/Inspect. (L) • Larry Horsman	Jill Baker (Ailene Crakes)	R	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The report from the Program Review Committee is pending the submission of documentation from the lead writer.
Chicano Studies (L) • Michael Ornelas	Jonathan Fohrman (Michael Reese)	R	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The report from the Program Review Committee is pending the submission of documentation from the lead writer.
Computer Information Sciences (L) • Walter Wesley	Bruce Naschak (Yvonne Bergland)	C	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. When received on April 9, 2009, the program review was distributed to the assigned liaisons. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. In response to the assigned liaisons, the lead writer provided an addendum containing information needed on the program's goals. A response to question 4 concerning the use of institutional effectiveness data and its impact on the program was included. The most common obstacle affecting this program's goals was reported as current budget constraints. The remainder of the program review was completed with all requirements being met.
Evaluations (L) • Vang Thao	Kristan Clark (Penny Hedgecoth)	C	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. When received on April 1, 2009, the program review was distributed to the assigned liaisons. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review was completed with all requirements being met. The liaisons reported there were only minor questions concerning the completeness of this service area's review and no further information is needed. Progress on all short- and long-term goals has been well documented with any obstacles to their completion included.

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Year Three Lead Writers 2008-2009 (continued)	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Radiologic Technology •Catherine Bertsch-Boychuk/ Lori Covington	Ian Kay (Monica Romero)	C	The program review 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 would like to commend the new program director for her work to rectify the issues that occurred prior to her hire. It was suggested spelling out terminology instead of using abbreviations.
Student Affairs •Ashanti Hands	Rob Fremland (Danielle Short)	C	The program review was completed with most 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. Question #4 concerning the use of data indicated that Student Affairs had “no information to report in this area.”
Tutoring/Writing Center (L) •William Peters	Yvonne Bergland (Susan Mun)	C	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. When received on April 1, 2009, the program review was distributed to the assigned liaisons. The lead writer had a meeting with the assigned liaison to discuss the missing items. He clarified the submission date of his program review documentation showing where the lead writer timeline was met. After this meeting, an addendum was submitted containing projected completion dates for short- and long-term goals. The program provided enrollment data for all three tutoring areas. A very complete analysis was provided for each area with attention given to the budget and its impact on service.

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**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR FOUR
YEAR-END REPORT, 2008-2009**

Year Four Lead Writers 2008-2009	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
American Sign Language/Interpreting • Joseph Halcott/ Barbara Buchanan	Juliette Parker (Jonathan Fohrman)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on most short and long term goals has been well documented with any obstacles to their completion included. The lead writers provided additional information concerning their short and long-term goals as requested by the assigned liaisons.
Child Development • Ida Cross/ Susheela Narayanan	Anne Geller (Laura Mathis)	C	C	The program review 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.
Consumer Studies • Lou Ann Gibson	Ian Kay (Monica Romero)	C	C	The program review 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. Funding and time are constant barriers for this program, and faculty are encouraged to explore ways to receive funding from outside partnerships or grants.
Foreign Languages (All) • Francisco Zabaleta/ Alison Primoza	Henry Browne (Michael Reese)	C	C	The program review 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. The assigned liaisons reported use of the designation “postponed” by the lead writer to describe the reason for retaining those goals not practical to pursue at this time.

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Year Four Lead Writers 2008-2009 (continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Geography •Ken Berger	Rob Fremland (Monica Romero)	C	C	The program review 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. The assigned liaisons reported that the lead writer once again produced a detailed program review. The struggles of this department have only been exacerbated by the current budget issues. The lead writer provided additional information in the form of an addendum to correct the Committee's report. Information concerning community partnerships and outside funding was removed as this statement pertained to the Geographic Information Systems (GIS) program that is no longer a part of Geography.
Geographic Information Systems •Eileen Goff/Karen Owen	Chris Sullivan (Danielle Short)	C	C	The program review 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 expressed their satisfaction with the Committee's report.
Outreach (L) • Genevieve Cabanilla	Bruce Naschak (Yvonne Bergland)	C	C	The program review was not submitted within the established timeline ending March 30, 2009. Manager notified. When received on April 1, 2009, the program review was distributed to the assigned liaisons for review. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review 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.
Physical Education •Henry Browne (Fitness Specialist – Todd Curran; Health – Nathan Resch; Dance – Aulani Chun/Jan Ellis; Athletics – Manny Bautista)	Kristan Clark (Ailene Crakes)	C	C	The program review 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 requested the reasons for the deletion and addition of goals be documented as stated in the year four program review requirements.

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Year Four Lead Writers 2008-2009 (continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Physics • Claude Mona	Anne Geller (Laura Mathis)	C	C	The program review 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. Budgetary issues were cited as impacting the short-term goals. The assigned liaisons reported only one issue relative to both short and long-term goals: the person(s) assigned column was not completed in some cases. It was suggested to insert "department" or some other general designation so that these goals do not get lost. The liaisons followed up with the lead writer to submit an addendum containing information on who is responsible for these goals. The lead writer provided an addendum containing an explanation and clarification concerning the person(s) assigned to specific goals.
Political Science •Michelle Rodriguez	Jill Baker (Ebony Tyree)	C	C	The program review 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 reported the document was well written and the lead writer's attention to detail was appreciated.
Psychology (*) •Dina Miyoshi/ Laurie Mackenzie	Yvonne Bergland (Joi Blake)	C	C	The committee would like to recognize and commend the Psychology program for its high quality report and use of comparison data. The program review 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. A new short-term goal of assessing the program's SLOs was added due to the completion of the first phase of identifying SLOs. The assigned liaisons reported the lead writers used research data with an analysis to support and strengthen their goals. It was suggested that the program review be used as a model during the fall 2009 lead writer training to illustrate the use of research data. The lead writers thanked the Committee for the feedback provided on their program review.

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**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
PROGRAM REVIEW – YEAR FIVE
YEAR-END REPORT, 2008-2009**

Year Five Lead Writers 2008-2009	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
Financial Aid •Cathy Springs	Rob Fremland (Danielle Short)	C	The program review 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 expressed her satisfaction with the Committee's report.
Health Information Technology •Teddy Scribner	Kristan Clark (Yvonne Bergland)	C/R	The program review was completed with requirements being met. Minimal responses were provided. Although progress on short and long term goals was documented, the liaisons requested clarification on those still in progress and those deleted. No new needs were identified for the program in question 5. No challenges facing the program are documented for question 6. This information should be provided in the form of an addendum.
History •John Crocitti	Henry Browne (Ailene Crakes)	C	The program review 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 hiring freeze was listed as a major obstacle in addressing the program's short-term goals.
Mathematics •Judy Ross	Jill Baker (Ebony Tyree)	C	The program review 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 lead writer incorporated their feedback and that the program review was exemplary.
Medical Assisting •Danielle Lauria	Jonathan Fohrman (Kathleen Wells)	C	The program review 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.

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

Year Five Lead Writers 2008-2009	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
Multimedia (L) • Carlos Toth (Note: Alfonso Saballett on sabbatical)	Monica Romero (Yvonne Bergland)	C	The program review was not submitted within the established timeline ending March 30, 2009. When received on April 2, 2009, the program review was distributed to the assigned liaisons. Manager notified. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review 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 discovered late in the process that the original lead writer was on sabbatical. The program assigned an alternate lead writer to complete the review. The liaisons would like to commend the new lead writer for taking over the program review and providing quality responses in such a short period of time.
Music (L) • Igor Korneitchouk	Yvonne Bergland (Rob Fremland)	C	The program review was not submitted within the established timeline ending March 30, 2009. When received on April 29, 2009, the program review was distributed to the assigned liaisons. Manager notified. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review 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 this program, the major obstacle is the lack of funding for equipment as well as facilities and faculty.
Physical Therapist Assistant • Chris Kinney	Joi Blake (Michael Reese)	C	The program review 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.
Real Estate (L) • Shadrick Jeffries	Chris Sullivan (Laura Mathis)	C	The program review was not submitted within the established timeline ending March 30, 2009. When received on April 15, 2009, the program review was distributed to the assigned liaisons. Manager notified. The Committee is requesting that the lead writer adhere to published timelines and submit future program reviews within these. The program review 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 this program, the budget crisis was reported as a major obstacle to implementation of its goals.

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

YEAR-END REPORT FOR YEARS TWO - FIVE
2008-2009

APPENDICES

**San Diego Mesa College
Program Review Committee**

Integration Project Subcommittee

Administrative Services – Year One, 2008/2009*

A. Instructional and Staff Support

1. Reprographic Center/Mailroom

Lead Writer: Penny Hedgecoth

Co-Writer: Barry Coleman

2. Stockroom

Lead Writer: Penny Hedgecoth

Co-Writer: Barry Coleman

B. Business Operations

3. Business Services

Lead Writer: Kathleen Wells

Co-Writer: Patty Banda

4. Employment/Payroll and Administrative/
Technical Support and Information Services

Lead Writer: Kathleen Wells

Co-Writer: Patty Banda

5. Student Accounting

Lead Writer: Kathleen Wells

Co-Writer: Patty Banda

* Year Administrative Services integrated into Program Review Model

Revised: 4/20/09

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.