
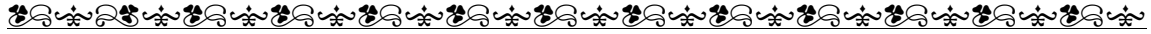


De Anza College
IPBT Notes  January 13, 2009
Christina Espinosa-Pieb--Cynthia Lee-Klawender—Co-Chairs

Present: Alves de Lima, Bryant, ~~Dean~~, Englen, Espinosa-Pieb, Hearn, Irvin, ~~Kramer~~, Kubo,
Lee-Klawender, ~~Mowrey~~, Woodward



- I. Program Review Template Development: C. Lee-Klawender projected the Program Review Template Draft—dated January 6, 2009 for the committee to review and fine tune. The following changes were suggested:

PROGRAM REVIEW 2008-2011--DRAFT

Department or Program: _____

Name and Title of Preparer(s): _____

In providing responses in the following areas, **please utilize the quantitative data available in the Program Review Enrollment Data Document and the Budget Document.** For the purposes of the Program Review, both departments and programs will be referred to as “program.”

I. **Description and Mission of the Program**

Please check which area this program falls under:

Basic Skills Transfer Career/Technical Other (describe)

- A. Provide a brief description of the program including any services provided and the program’s mission.
- B. Provide a summary of the program’s main strengths.
- C. Provide a summary of the program’s main areas for improvement.
- D. What are your expected outcomes (including student learning outcomes, transfer, career goals, certificate and degrees) for students in your program?

II. **Retention and Growth**

- A. How has the program responded to the institutional goal of increased access, growth and retention?
- B. In what ways does your program address the basic skills needs of students? In what ways does your program rely on students having basic skills?
- C. How has the program responded to the institutional goal of increased access, growth and retention **specifically for the identified targeted populations of African Ancestry, Latino/a, and Filipino/a students?** (Suggestion: List the number and percentage of the program’s enrollment that was made up of the targeted populations over the last three years.)

III. **Student Equity**

- A. What progress or achievement has the program made towards decreasing the student equity gap? (Suggestion: Include student success rates by ethnicity over the last three years.)
- B. In what ways will the program continue working toward achieving these goals?
- C. What challenges exist in the program in reaching such goals?
- IV. **Strategic Planning Initiatives (Community Collaborations, Cultural Competency, Outreach, and Individualized Attention for Retention)**
- Other than what was mentioned in II and III above, what other Strategic Planning Initiatives has the program addressed and in what ways?
- V. **Budget Limitations** (Please be specific in your responses.)
- A. Identify any limitations placed on the program based on limited funding. What increases in resources are critical to the program and what are the consequences of continued limited funding on the program?
- B. Describe the consequence to students and the college in general if the program were eliminated. Please be specific.
- VI. **Additional Comments (optional)**: What additional information is important to consider when reviewing the budget of your program for possible reductions? You may include any or all of the following, or other information.
- **Relationships with Other Programs**: Describe any partnerships or collaborations that the program is actively engaged in, which reduce costs and/or improve service delivery.
 - **State and Federal Mandates**: Describe any State or Federal mandates that directly impact the program.
 - **Trends (may include but not be limited to enrollment trends)**: Describe any positive and/or negative trends in the program.
 - **Comparable Programs at other Institutions**: Provide any information that you have that would allow for a comparison of the program to similar programs at other institutions in the State.
- II. **Other Process Questions**: Questions were asked regarding the “charge” of IPBT, time-line on completion for the Program Reviews; adding “equity plan,” “strategic planning,” “basic skills,” and “self-study—accreditation” resources to the document. For the cover letter, a recommendation was made to state a “page count limitation,” and listing resources. In addition, a request was made to include “trends,” and a listing of the number of certificated and degrees granted.