

De Anza College

IPBT Notes  January 20, 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 20, 2009 for the committee to review and fine tune. The following changes (in blue) were suggested:

PROGRAM REVIEW 2008-2011--DRAFT

Division: _____

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**

Which area does this program falls considerably address? (Check all that apply.)

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--**such as** 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? (Include the number of students enrolled in the program ad the retention rate over the last three years.)
- B. 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?** (Include the number and percentage of the program’s enrollment that was made up of the targeted populations and the retention rate of the targeted populations over the last three years.)
- C. In what ways does your program address the basic skills needs of students and/or in what ways does your program rely on students having basic skills?

III. **Student Equity**

- A. What progress or achievement has the program made towards decreasing the student equity gap? (Include student success rates for targeted populations compared with other students 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. **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 **or significantly reduced**. Please be specific.

V. **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.

- **Strategic Planning Initiatives (Community Collaborations, Cultural Competency, Outreach, and Individualized Attention for Retention)**
- **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--such as enrollment, certificate and degrees conferred, transfer rates, job placement, etc.** 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.

IPBT approved the above Program Review 2008 -2011 template.

II. **Program Review—Budget Template, 2008-2011:** The team members added the following additions to this template:

- Add "**Program**" to the Department/Program title;
- Under "Personnel Expenses" –add the word "**use**"—e.g., "FT faculty (**use** average cost at \$85,000 per FTEF)." (Remove the word, "calculated.")
- Under "Personnel Expenses" –add the word "**use**"—e.g., "PT faculty (**use** average cost at \$85,000 per FTEF)." (Remove the word, "calculated.")

IPBT approved the changes to the existing Program Review Budget Template

III. Cover Letter for the Program Review Template: The following cover letter was examined and the following suggestions were made:

DRAFT Cover Letter

Prepare an introduction—e.g., “We at De Anza are in a Program Review year, 2008-09, and we are required and committed to be in compliance to this charge.”

The Program Review process requires each [department or program](#) to complete a program review every three years. While 2008-2009 is a program review year, the information presented in the program reviews will be used for [planning and budget decisions](#) over the next three years. The IPBT will [study](#) the Program Reviews and forward any recommendations to College Council.

The Program Review contains three documents:

- * Program Review enrollment data document (generated by Institutional Research website)
– *we will include a link on the cover letter*
- * Budget document
- * Narrative document

Each department should complete a Program Review and should limit its responses to 3-5 pages per narrative document. The following resources may be useful in preparing the Program Review:

- * Accreditation Self-Study
- * De Anza’s Master Equity Plan and Divisional Equity Plans
- * De Anza’s Strategic Plan
- * Basic Skills Self-Assessment
- * FHDA’s (Perkins) Career Technical Education Local Plan

The Program Review is due by March 13, 2009.

IPBT approved the content for the Program Review Cover Letter—with the addition of an introduction.

IV. Other Items: There was a discussion around timelines for the implementation of the program reviews. It was noted that March 13, 2009 would be the deadline for submission, and readings of the reviews would take place during the first six to seven weeks of the Spring Quarter. There were some questions about the results of the Program Reviews contributing to some future hires. A possible “conflict” question arose pertaining to programs being broken out in the Program Review from the division—without the approval from the dean. Christina will be consulted if any problems arise in that arena.