



## GAVILAN COLLEGE INSTRUCTIONAL PROGRAM TEMPLATE

### PURPOSE OF PROGRAM REVIEW

The Institutional Effectiveness Committee (IEC) will review all Gavilan's programs and services according to the mandates of the Chancellor's Office and in accordance with the Accrediting Commission for Community and Junior Colleges (ACCJC) "Rubric for Evaluating Institutional Effectiveness in Program Review". The IEC will use a self-study report provided by each program or service followed by a review process to accomplish its purpose. The final goal of this process is the improvement of all programs and services at Gavilan College, and to achieve sustainable continuous quality improvement as per accreditation standards. The primary objective of the process is to assure the quality of the educational programs at Gavilan College so that they reflect student needs and encourage student success. Review of programs will be undertaken for the following specific purposes:

- A. To evaluate how well a program functions in relation to its outcomes, the mission of the college, the college's institutional goals and priorities, accreditation standards, and the needs of the community.
- B. To strengthen planning, decision making, and scheduling.
- C. To influence program development and improvement.
- D. To assess the collaboration between instructional programs.
- E. To improve the use of college/district resources.
- F. To establish the basis for changes to the strategic plan
- G. To establish the basis for resource allocation requests for incorporation into department unit plans and annual department budget requests
- H. To improve student learning and encourage instructional innovation.
- I. To address equity concerns as determined by state/local definitions.



**GAVILAN COLLEGE**  
**INSTRUCTIONAL PROGRAM SELF STUDY**

NAME OF PROGRAM BEING REVIEWED: \_\_\_\_\_  
ACADEMIC YEAR : \_\_\_\_\_

**I. Organizational Details**

Provide an organizational breakdown of your program. Do not include individual's names, only position titles and FTE.

	Title	FTE
Administrator		
Faculty - FT		
Faculty - PT		
Professional Support Staff		

**II. Program Progress (What have you done since your last review)**

A. Review Strategies and Goals on the Strategic Plan site.

([https://www.gavilan.edu/strategic\\_plans/Gavilan\\_StrategicPlan\\_2015\\_2020.pdf](https://www.gavilan.edu/strategic_plans/Gavilan_StrategicPlan_2015_2020.pdf))

Which specific strategies and goals from the list has your program supported in the last three years? Using examples from your past Program Plans or other sources, describe what measures and/or pedagogical modification your program has adopted to support the identified strategies and goals.

B. What results have you seen because of these modifications? (Include data if available.)

C. What methods does the program use to maintain the integrity of academic standards and achieve consistency within the discipline, particularly in regard to multiple section introductory classes?

D. What are the program's methods for evaluating and modifying the contents of course offerings? Please provide examples of the result of this process.



- E. What staff development efforts has your program undertaken?
- F. Is the program currently articulated with regional four-year colleges and universities and district high schools? Does your program currently have an AA-T or AS-T? If not, what are the plans to develop one?
- G. If applicable, how does the program meet all local, state, and federal requirements, including professional, or trades and industry organizations?
- H. How has your program collected information and responded to the needs of the community/field (e.g. advisory council, needs assessment)?
- J. Review the Gavilan College Equity Report Executive Summary ([http://www.gavilan.edu/staff/equity/docs/2015-16\\_StudentEquityPlan.pdf](http://www.gavilan.edu/staff/equity/docs/2015-16_StudentEquityPlan.pdf)).
- a. What efforts has your program undertaken to mitigate identified inequities, and what was the outcome?
  - b. What gaps remain in your program's efforts to serve the identified populations? Use GavDATA to identify these gaps (<http://www.gavilan.edu/about/research/index.php>)

### III. Program Data

Provide appropriate analysis for the following sections based on data acquired from the Office of Institutional Research. (<http://www.gavilan.edu/about/research/index.php>)

- A. Basic description of program.
- 1. Enrollment and FTES
    - i. Enrollment by top code and course over time (4 years)
    - ii. FTES by top code over time (4 years)
    - iii. Current enrollment by term last available census



## 2. Student Outcomes

- i. Success rate by top code and course and year (4 years).
- ii. Retention rate by top code and course and year (4 years).
- iii. Number of majors by year (4 years).
- iv. Number of degrees and certificates by top code and year (4 years).
- v. If your program has courses that are required to be completed in sequence, (i.e. English, Math, ESL, etc) what is the success rate for that sequence? (<http://www.gavilan.edu/about/research/index.php>)

## 3. Staffing Data

- i. Faculty Headcount (by contract and hourly) (past 4 years)
- ii. Faculty productivity (Weekly Student Contact Hours [WSCH] divided by Full Time Equivalent Faculty [FTEF]) (past 4 years)
- iii. Current ethnic and gender distribution of faculty
- iv. Contract overload by year (past 4 years)
- v. Program Release Time (past 4 years)
- vi. Classified Staff who contribute to the instructional program, e.g., Instructional Assistant, lab supervisor (past 4 years)
- vii. Student Assistants (tutors, Cal/WORKs, Work Study, etc.) (past 4 years)

B. Provide comments on any salient data above.

C. Budgetary allocations over the past 3 years (4-5-6's and 1-2-3's if applicable).  
See sample below.



Operational Costs	10/11	11/12	12/13
Enter your data: e.g. Travel			
e.g. Instructional Supplies			

- D. Provide an overview of how budget allocations have changed over the past three to five years.
- E. What were the results of any significant additional budget or resource allocations/reductions over the past three to five years?

**IV. Trends Affecting your Program (Data-Driven)**

- A. Briefly describe your program’s strengths and challenges (utilize data to support your contentions).
- B. Provide a brief review of the past three Program Plans and any emerging themes identified in them.
- C. If not mentioned above, what are some of the needs or challenges facing your program? (include support and documentation for your contentions)

**V. Program/Student Learning Outcomes**

- A. Complete the program/student learning outcome matrix for your program(s). Complete separate matrices for each Chancellor’s approved Degree or Certificate. If assessments have not been completed, provide an update of your program’s work to assess your program-level student learning outcomes.

Program/Student Learning Outcomes	Assessment / Measurement	Result	Use of Results

- B. What percentage of course-level student outcomes has your program assessed?

**VI. Program Plan/Budget Requests**



- A. List goals and objectives for the next three to five years that will address the needs and trends identified above and in your course and program level SLO assessment results.
  
- B. Provide your current Program Plan (required) which should include these goals and objectives.

## VII. Self Study Summary

Use data provided in this report as well as previous program plans to complete the Self Study Summary. Please provide a narrative summary, which should include an overall description of the program, a summary of the program's progress, a summary of and trends facing the program, and the program's plans for the future (2 page limit).

The program summary will include the following elements:

- A description of the program and the services;
- Significant accomplishments since the last review period;
- Your program's impact on supporting and improving student achievement and student learning outcomes;
- Resource and staffing changes since the last review and their effect on the program;
- Trends affecting the program;
- A list of goals and objectives (typically detailed in program plans) for the short and long term. These should be supported by data provided in the sections above. This should also include a discussion of the Institutional Effectiveness Partnership Initiative indicators and equity goals.  
(<http://www.gavilan.edu/administration/iepi.php>)