

COMPREHENSIVE PROGRAM REVIEW TEMPLATE

I - MAIN

Overview

Academic Year: 2025-2026

Originator : Julian Kearns

Division: Division 50 - Career Technical Education

Department: Business

II - CO-CONTRIBUTORS

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- 2) Click or tap here to enter text.
- 3) Click or tap here to enter text.
- 4) Click or tap here to enter text.
- 5) Click or tap here to enter text.

III - PROGRAM MISSION AND ACCOMPLISHMENTS

Gavilan College Mission Statement: *Through equitable access and comprehensive support in a welcoming inclusive environment, Gavilan College guides students of diverse backgrounds to achieve academically and pursue lifelong learning. We prepare students for transfer success, career advancement, and meaningful community participation.*

1. Provide a brief overview of how the program contributes to accomplishing the mission of Gavilan College. In addition to a basic overview of your program's structure and services, be specific in connecting your program's services to elements of the mission statement (300 words or less).
We provide on-campus and online learning environments for our students across 5 different course offerings. Our online classes are a particular strength, with the majority being POCR approved and offered with zero textbook costs. These characteristics required extensive faculty investment and professional development, and they are validated measures that consistently provide access and opportunity to students of all backgrounds.
2. On the [PIPR website](#), locate and review your previous program plan and subsequent annual updates. After reviewing, enter your previous goals below and comment on the progress/accomplishments of each goal. (Enter each goal separately)
We have never had a specific program review for economics, so there is no previous plan to compare to.
3. Have the services or courses of your program changed over the past three years? Please explain (300 words or less).
There have been no changes.

IV - STUDENT AND PROGRAM OUTCOMES

College Goal for Student Achievement

The following questions refer to data regarding student achievement. To access program review data, go to the [Program Review Data Matrix website](#).

1. **(Instructional Only)** Find your program's course success information. Consider your program success rate trends over the last three years. Compare your overall success to the college average. Are these rates what you expected after comparing with the college average? Are there any large gaps? Is there anything surprising about the data? What trends are suggested by the data?

Our student success rates are above average compared to Gavilan College overall. Economics success rates are at 76% compared to the college overall at 73%. This is consistent with what we would expect given the typical outcomes for POCR approved online courses.

2. **(Instructional Only)** Now find your program's persistence information. Consider your retention rate trends over the last three years. Compare your overall retention to the college average.

Our persistence rates are above average compared to Gavilan College overall. Economics persistence rates are 70% compared to the college overall at 62%. This is consistent with what we would expect given the typical outcomes for POCR approved online courses offered with zero textbook costs.

3. Are these rates what you expected after comparing with the college average? Are there any large gaps? Is there anything surprising about the data? What trends are suggested by the data.

The observed data are consistent with what we expect considering the nature and characteristics of our course offerings. We are pleased to be outperforming, but this is what we expect with POCR approved courses offered with zero textbook costs.

Success

The following questions refer to data regarding student achievement. To access instructional program review data, go to the [Program Review Data Matrix website](#).

4. **(Instructional Only)** What are your set goals for course success? Do your individual course and program rates meet this goal? Helpful Question: If your rates for success are lower than your goals, what are your plans to improve them (200 words or less)?

Our goal is to have the vast majority of students succeed and persist, and that is what we observe in the data. We are satisfied.

5. How many students did your area serve (if you don't have an exact count, please

provide an estimate)? How did they perform in comparison to those that did not use your services, if applicable? (200 words or less)

We serve about 313 students per year. The second part of this question is not applicable.

6. Given this information, how has your service or area supported student success and retention over the past three years? (200 words or less)

We offer courses that are POOCR approved and with zero textbook costs. We believe these characteristics maximize the opportunity for all students to be successful.

7. In your area, what trends do you see and what initiatives need to be developed to support success and retention? (200 words or less).

There are no clear trends observable in only 4 data points. We need more data to identify trends. Random variation and trends are equally likely explanations for any changes in the datum with such a small data set. We would like the district to demonstrate care and consideration for our students' success by offering course assignments based on student success rates, and we believe there is room for improvement in this area.

V - EQUITY

Gavilan College has identified the following populations as experiencing disproportionate outcomes: Males, African American, Native American, Students with Disabilities and Foster Youth.

1. Examine your equity data over the last three years. Comment on what your program has done to address any differences or gaps in the past three years. What has worked? What has not worked? (200 words or less) Helpful Questions: What current factors or potential causes can be connected to these areas of disproportional impact? How might your program or department address student equity gaps? How can your area help increase disproportionate student success? (200 words or less)?

Most of the courses we offer have gone through the POOCR process and are offered with zero textbook costs. In addition, some of our faculty have completed a 40-hour training course through @One on equity in online teaching. We believe these measures are effective and will continue to be so.

2. **(Instruction Only)** Find your Distance Education success information. If distance education is offered, consider any gaps in success rates between distance education and face-to-face courses. Do you notice any trends? Do these rates differ? If disparity exists, how do you plan on closing the achievement gaps between distance education and face-to-face courses (300 words or less)?

There are no clear trends observable in limited data available. We need more data to identify trends. Random variation and trends are equally likely explanations for any changes in the datum with such a small data set.

3. Our 2023 Equal Employment Opportunity (EEO) Plan States: *“Gavilan Joint Community College District (District) is dedicated to proactively cultivating and sustaining a*

welcoming and inclusive work environment. The District aspires to be Diverse, Purposeful, Inclusive, and Equitable, as reflected in the District's Principles of Community. The District values the worth and dignity of every person, the pursuit of truth, the acquisition of knowledge, and the nurture of democratic citizenship. These values provide the foundation for an environment of civility, honesty, cooperation, and professionalism."

What is your area doing to support district efforts in creating an inclusive college environment? With what programs are you partnering? Did you identify barriers and institute change? How are you creating/ ensuring diversity in your program or in the classroom? **(300 words or less)** *(Some examples might be sponsoring cultural events and diverse speakers on issues dealing with diversity, exploring how to infuse diversity into the classroom and curriculum, integrating diversity into the evaluation of employees, promoting learning opportunities and personal growth in the area of diversity, or evaluating how the physical environment can be responsive to diverse employee and student populations.)*

As instructors, the best thing we can do to create an inclusive college environment is to offer courses in which our diverse students have the best possible opportunity to succeed. Our full-time faculty has completed a 40-hour training on equity in online teaching, has put 4 courses through the POCR process ensuring that the courses are accessible and meet the highest standards of course design, and offers all but one course with zero textbook costs to students. Additionally, our full-time faculty secured funding for and launched Gavilan's first calculator loan program to support the Statistics for Business and Economics course. Each of these measures individually supports diverse learners, and taken together, there is a powerful multiplier effect that creates compelling course offerings for our students. The success of these measures is demonstrated in the aforementioned student success and persistence data.

We encourage the administration to make course staffing decisions in consideration of the strengths of our faculty to optimally serve the students.

4. How do you plan on addressing issues of student and employee equity? In other words, how do you plan on creating opportunities for success of students who have historically been underserved? How do you plan to address EEO outcomes in your employee hires? **We offer courses that are POCR approved and with zero textbook costs. We believe these characteristics maximize the opportunity of all students to be successful. Our position on hiring at Gavilan was addressed in question #3 above.**

VI - LEARNING AND AREA OUTCOME

Have you reviewed all your Learning and Area Outcomes to ensure that they remain relevant for evaluating the performance of your area?

1. Are your SLOs, PLOs, SAOs, and ILOs mapped in CurriQunet? YES
2. Are your SLOs, PLOs or SAOs up-to-date in CurriQunet? YES

3. Have all of your SLOs, PLOs or SAOs been assessed in the last five years? YES
4. Have you reviewed all of your SLOs/SAOs to ensure that they remain relevant for evaluating the performance of your program? YES
5. If you answered No to any of the above questions, what is your plan to bring SLOs/PLOs/SAOs into compliance?
Click or tap here to enter text.

VII - OUTCOME ASSESSMENTS

Review Outcomes data located in CurricUNET Assessment Area. After you have examined your results, what do your findings suggest?

1. Student Learning Outcomes (SLO) or Service Area Outcomes (SAO) Review the SLOs or SAOs assessment data located in CurriQunet. What improvement do you plan to implement based on your assessment data and when will you implement these changes and how will you know they are successful?
We are satisfied with the results, and we will continue to improve our instruction in accordance with instructional best practices. We will monitor the data regularly to ensure that our students continue to succeed at acceptable rates.
2. Institutional Learning Outcomes (ILO) How do your SLOs/SAOs support the college ILOs or how do your PLOs support the college ILOs? Be specific.
Our SLO assessments support ILO's A, B, and D by assessing critical thinking in the application of economic theory, communication by assessing students' ability to articulate how the economic theory applies to their lives, and in Personal Finance by requiring students to set financial goals and create plans to support those goals.
3. Are you meeting your SLO/SAO success outcomes? What patterns stand out in your results? If your SLO/SAO results are lower than expected, what are your plans to improve them?
We are meeting our outcomes and are pleased with the results.

VIII - CURRICULUM AND COURSE OFFERINGS ANALYSIS

1. Are there plans for new courses or educational awards (degrees/certificates) in this program? If so, please describe the new course(s) or award(s) you intend to propose (200 words or less).
We do not currently have plans to expand the program or offer new courses.
2. Provide your plans to either inactivate or teach each course not taught in the last three years (200 words or less).

All courses are currently offered, although with less regularity than we would like. This is an administration function that faculty have no control over. Specifically, we think the Personal Finance class should be offered online every semester because the course material is so beneficial to students' lives, and we have a POCR approved ZTC course ready and waiting, but languishing by not being offered despite significant demand for the course.

3. Consider and analyze your location, time, and delivery method trends. Are classes offered in the appropriate sequence/ available so students can earn their degree or certificate within two years? Are courses offered face-to-face as well as have distance education offerings? Are they offered on the main campus as well as the off-site areas? Different times of day? (300 words or less).

We do not have the capacity to offer each of our 5 courses online and in the classroom at all district sites. We believe the current mix is nearly optimal, with the exception of the aforementioned Personal Finance class being offered sub-optimally as described in question 2 above.

IX - PROGRAM AND RESOURCE ANALYSIS

1. Please list the number of Full and Part Time faculty, staff and/ or managers/ administrator positions in this program over the past three years. Focus on your individual program.

Click Add Item to enter information for each year

Select Year 1: 2023-2024

Number of Full Time Faculty: 1

Number of Part Time Faculty: 1

Number of Full Time Classified Professional: 0

Number of Part Time Classified Professional or Student Worker: 0

Number of Full Time Manager, Confidential or Administrator: 1

Number of Part Time Manager, Confidential or Administrator: 0

Select Year 2: 2024-2025

Number of Full Time Faculty: 1

Number of Part Time Faculty: 1

Number of Full Time Classified Professional: 0

Number of Part Time Classified Professional or Student Worker: 0

Number of Full Time Manager, Confidential or Administrator: 1

Number of Part Time Manager, Confidential or Administrator: 0

Select Year 3: 2025-2026

Number of Full Time Faculty: 1

Number of Part Time Faculty: 1

Number of Full Time Classified Professional: 0

Number of Part Time Classified Professional or Student Worker: 0

Number of Full Time Manager, Confidential or Administrator: 1

Number of Part Time Manager, Confidential or Administrator: 0

2. How have and will those with reassigned time, grant commitments and activity, projected retirements and sabbaticals affect personnel and load within the past in the next three years? What future impacts do you foresee? (200 words or less)

No impacts or effects.

3. Additional Comments: **Click or tap here to enter text.**

X - EVALUATION OF RESOURCE ALLOCATIONS AND PROGRAM EFFICIENCY

1. List the resource allocations from all sources (e.g., annual college budget request appropriations, Guided Pathways funds, grant funds, etc.) received in the last three years. **For annual college budget request appropriations, reference your previous three-year plan and annual updates. Do this for the last three years.**

Select Year 1: 2023-2024

Number of Students Served. *How many students did your area serve in this year (if you don't have the exact count, please provide an estimate)?* 286

Total Allocation (Irrespective of Funding Source): \$205,000 (est.)

Funding Source (**select all that apply**)

Unrestricted General Fund: ☒

Grants & Categorical Programs: ☐

Other Funds: ☐

Total Spent (Irrespective of Funding Source): \$205,000 (est.)

Select Year 2: 2024-2025

Number of Students Served. *How many students did your area serve in this year (if you don't have the exact count, please provide an estimate)?* 351

Total Allocation (Irrespective of Funding Source): \$209,000 (est.)

Funding Source (**select all that apply**)

Unrestricted General Fund: ☒

Grants & Categorical Programs: ☐

Other Funds: ☐

Total Spent (Irrespective of Funding Source): \$209,000 (est.)

Select Year 3: 2025-2026

Number of Students Served. *How many students did your area serve in this year (if you don't have the exact count, please provide an estimate)?* 350

Total Allocation (Irrespective of Funding Source): \$215,000 (est.)

Funding Source (**select all that apply**)

Unrestricted General Fund: ☒

Grants & Categorical Programs: ☐

Other Funds: ☐

Total Spent (Irrespective of Funding Source): \$215,000 (est.)

2. Please evaluate the effectiveness of the resources utilized for your program. How did these resources help student success and completion? (200 words or less)

Faculty require payment to provide services, so these resources were effectively deployed.

3. Evaluate your program costs. Are your costs in alignment with your budget? If not, what improvements can be made? Please explain any trends in spending, inconsistencies and unexpected results. (200 words or less)

Our costs are in line with expectations.

XI - INTEGRATED PLANNING AND INITIATIVES

1. What other areas is your program partnering with (i.e. guided pathways, grant collaboration, etc.) in new ventures to improve student success at Gavilan College? What is the focus of this collaboration? Helpful question: What are the program and your Integrated Planning/ Guided Pathways partners' plans for the next three years? (200 words or less)

We will be hiring a new business faculty member this year. We have also requested support from grants managed in our division for technological hardware but have not received a response yet. This is the extent of our partnering outside of our instructional area.

XII - OTHER OPPORTUNITIES AND CHALLENGES

1. Review for opportunities or threats to your program, or an analysis of important subgroups of the college population you serve. Examples may include environmental scans from the Education Plan/Strategic Plan, changes in matriculation or articulation, student population, community and/ or labor market changes, etc. **Helpful Question:** What are the program plans for the next three years? (200 words or less)

We are looking forward to collaborating with the new business faculty member to improve our programs, which are closely linked.

2. What are you discovering about instruction and/or services in a remote environment that you would want to maintain post-pandemic? (300 words or less)

Students prefer online instruction because it saves them time, money, and promotes access to our course offerings. We would like to continue offering a primarily online program so that we optimally serve our students who lead complex lives in a large geographical district. We must meet the students where they are, and based on observed enrollment patterns, we are doing exactly that.

3. What kinds of issues are exacerbated or emerging that are likely to remain, unless addressed? (300 words or less)

The district should offer overload so that future cuts can be absorbed by full-time faculty in the form of reduced overload, rather than fall on the shoulders of our part-time faculty.

XIII - NEW GOALS

The PIPR/RAP committee will rank each goal according to a [rubric](#) based on two main criteria: the alignment of the goal with the college's [mission statement](#), [strategic plan](#), and student learning outcomes (SLOs) or service area outcomes (SAOs). If resources are requested, complete the Resource Request section.

Goals are designed to be **Specific, Measurable, Achievable, Relevant, and Time-bound** for each functional area. See example below;

- **Instructional Program Goal:** Reduce the equity gap in successful course completion (grade of 'C' or better) between Historically Underserved Student Subgroups and the overall student population in all required gateway transfer-level Math and English courses by **5 percentage points** compared to the 2024-2025 baseline, by the **end of the Spring 2027 semester**.
- **Student Services Goal:** Increase the percentage of first-time, full-time students who successfully complete both a comprehensive Student Educational Plan (SEP) and a financial aid application (FAFSA or Dream Act) from the current baseline of 68% to **80%**, to be achieved by the **Census Date of the Fall 2026 semester**.
- **Business Services Goal:** Reduce the average processing time for standard purchase requisitions (PRs), from internal department submission to final approval, by 50%—moving from a baseline average of 14 business days to **7 business days**—by **December 31, 2026**, through the optimization of the electronic workflow system.

Copy and paste to Enter more than one Goal

- **Goal (One Sentence Limit):** Maintain above average success and persistence rates relative to the college overall.
- Alignment to Strategic Goal **Goal 1: Student Success, Completion, and Transfer - To provide a structured and supportive pathway for students to successfully complete their academic and career goals.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*): **Our SLO's are related to course content, not student success or persistence rates.**
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: **Our goal is to maintain the current above-average rates of student success and persistence, both of which are necessary for the college to achieve its stated mission of guiding “students of diverse backgrounds to achieve academically and pursue lifelong learning. We prepare students for transfer success, career advancement, and meaningful community participation.”**
- Proposed Activity to Achieve Goal: Continue regular professional development and monitoring of student success and persistence rates.
- Responsible Party (One Sentence limit): **All instructional faculty are responsible for this.**
- Timeline to Completion: Semester/Year: **This should be a continual, ongoing goal, and should be completed annually.**
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit):

We will monitor the data related to our students' success and persistence rates.

XIV - RESOURCE REQUESTS

Copy and paste to add more than 1 requests

1. Request Name (short title): **We need computers for home use that allow for writing on the screen, and that are equipped with video editing software. Currently we have only 1 Microsoft Surface Pro 4, which came out in 2015 and is now functionally inadequate.**
2. Request amount: \$8000
3. Type of Request: Non-Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*) **Our goal is to maintain the above average rates of student success and persistence, both of which are necessary for the college to achieve its stated mission of guiding “students of diverse backgrounds to achieve academically and pursue lifelong learning. We prepare students for transfer success, career advancement, and meaningful community participation.”**
5. Is this a one-time or ongoing expense? **One-Time**
6. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐
- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐
- Full-Time Classified Professional ☐
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☒
- Instructional Software ☒
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☐
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐

- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

7. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Safety: Requests that ensure a safe learning and working environment for students and employees, such as emergency preparedness, campus security, health and wellness, and risk management.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

The college pays way too much for computers, which is why an expenditure that should be around \$3000 is priced at \$8000.

XV - ADDITIONAL QUESTIONS

Please consider providing answers to the following questions. While these are optional, they provide crucial information about your equity efforts, training, classified professional support, and recruitment.

1. Does your division (or program) provide any training/mentoring for faculty and/ or classified professionals regarding professional development? **No.**
2. If there is a need for more faculty and/ or classified professional support in your area, please provide data to justify request. Indicate how it would support the college mission and college goals for success and completion. **No need.**
3. What, if anything, is your program doing to assist the District in attracting and retaining faculty and classified professionals who are sensitive to, and knowledgeable of, the needs of our continually changing constituencies, and reflect the make-up of our student body? **We are pushing the district to stop discriminating in hiring and in campus governance so that the district complies with state and federal laws related to discrimination. 27% of Gavilan employees feel that they have been discriminated against, so we are in crisis as an institution.**
4. Are there program accomplishments/ milestones that have not been mentioned that you would like to highlight? **No.**
5. Please share any recommendations for improvements in the Program Integrated Plan and Review process, analysis, and questions. Your comments will be helpful to the PIPR Committee and will become part of the permanent review record. **We have no such recommendations.**

XVI - EXECUTIVE SUMMARY

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for your next three years. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

Overall we are doing quite well instructionally and are meeting the needs of our students. Our students succeed at considerably higher rates and are more persistent than students at college overall. Our goal is to keep up the good work.

XVII - ATTACH FILES

Optional: If there is any additional information regarding your program that you would like to have uploaded, please attach it here.