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| **2015-16 Comprehensive Checklist**  **Program Name: ­­­­­­­­­­­­­­­­­­­­­** | | | |
| **Section** | **Yes** | **No** | **Feedback** |
| **I. Program Information**   1. Is the discussion of how the program supports the college mission clear? 2. Does the program mission statement describe students served and services   offered?   1. Is the language specific to the program? |  |  |  |
| **II.Progress on Program Goals**   1. Is the discussion of the program’s progress and changes in goals clear and complete? 2. Is the discussion of the program’s goals for the future clear and complete? |  |  |  |
| **III.Trend Data Analysis—**Isthe analysis of significant changes in program data clear and  complete?   1. Changes in student demographics (gender, age and ethnicity). 2. Changes in enrollment (headcount, sections, course enrollment, and productivity). 3. Changes in achievement gap and disproportionate impact. 4. Success and retention for face-to-face as well as online/distance courses. 5. Degrees and certificates awarded (three-year trend data for each degree and/or certificate awarded). 6. Other program-specific data (please specify or attach). 7. List degrees and certificates awarded (three-year trend data for each degree and certificate awarded). Include targets (goal numbers) for the next three years. |  |  |  |
| **IV. Program Assessment—Are the following discussions clear?**   1. List your Program Learning Outcomes (PLOs)/Administrative Unit Outcomes (AUOs). 2. How did your outcomes assessment results during the past three years inform your program planning? Use bullet points to organize your response. 3. How did your outcomes assessment results during the past three years inform your resource requests? The results should support and justify resource requests for this year. 4. Describe how the program monitors and evaluates its effectiveness. 5. Describe how the program engages all unit members in the self-evaluation dialog and process. 6. Provide recent data on the measurement of the PLOs/AUS., as well as a brief summary of findings. 7. What have the program’s PLO’s/AUO’s revealed or confirmed in the past three years? 8. *If applicable,* list other information, data feedback or metrics to assess the program’s effectiveness (e.g., surveys, job placement, transfer rates, output measurements). 9. How do course level student learning outcomes align with program learning outcomes? Instructional programs can combine questions C and D for one response (SLO/PLO/ILO). 10. How do the program learning outcomes or Administrative Unit Outcomes align with Institutional Learning Outcomes? All Student Affairs and Administrative Services should respond. 11. How did your program address Equity, specifically referencing the achievement gap and disproportionate impact, over this comprehensive cycle? 12. Discuss your program’s strengths. 13. Discuss your program’s weaknesses. 14. *If applicable,* describe any unplanned events that affected your program. |  |  |  |
| **V. Resource Analysis—Are the following discussions clear? Has the appropriate**  **form been completed?**   1. Human Resources    1. Additional positions—with form    2. Professional development—with form 2. Facilities    1. Effectiveness    2. Request—with form 3. Technology 4. New or repurposed technology 5. Needs for technology—with form 6. Budget    1. Do the response show how budget justifications will contribute to increased student success? |  |  |  |
| **Section** | **Yes** | **No** | **Feedback** |
| **VI. Faculty and Staff Engagement:**   1. Discuss how program members have engaged in institutional efforts such as college committees, presentations, and departmental activities. 2. Instruction Only: Discuss how adjunct faculty are included in departmental training, discussions and decision-making. |  |  |  |
| **VII. Conclusions and Findings**   1. Do the conclusions and findings support the previous discussion? 2. Is the discussion clear? |  |  |  |
| **Have all the appropriate forms been completed, including** [Best Practices Form](http://committees.kccd.edu/bc/committee/programreview) **(Required)** Curricular Review Form **(Instructional Programs Required)**  [Certificate Form](http://committees.kccd.edu/bc/committee/programreview) **(CTE Programs** **Required)** |  |  |  |
| **Have programs with stackable Certificates of Achievement filled out the Certificate Form?**  Is the response clear and complete? |  |  |  |
| **Would you consider this Comprehensive Review Update an effective example?** |  |  |  |