

**IMPERIAL VALLEY COLLEGE**

 **SERVICE AREA PROGRAM REVIEW**

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| **DATE:** | Click here to enter a date. |
|  |  |  |
| **DEPARTMENT/PROGRAM:** | Click here to enter text. |  |
|  |  |  |
| **PREPARED BY:** | Click here to enter text. |  |
|  | Name | Signature |
| **AREA DEAN/DIRECTOR:** | Click here to enter text. |  |
|  | Name | Signature |
| **AREA VICE PRESIDENT:** | Click here to enter text. |  |
|  | Name | Signature |

**IMPERIAL VALLEY COLLEGE**

**MISSION STATEMENT**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Institutional Goals

Educational Master Plan 2012-15

Approved by Board of Trustees May 16, 2012

**Goal One (Institutional Mission and Effectiveness)**: The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

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| Obj. | Objectives for EMP Goal 1 |
| 1.1 | Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making. |
| 1.2 | Develop an institutional score card to assess student learning that drives integrated planning and resource allocation. |
| 1.3 | Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness. |
| 1.4 | Develop systems that are inclusive, cyclical, and understood by all stakeholders. |

**Goal Two (Student Learning Programs and Services)**: The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

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| Obj. | Objectives for EMP Goal 2 |
| 2.1 | Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students. |
| 2.2 | Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates. |
| 2.3 | Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students. |
| 2.4 | Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years. |
| 2.5 | Ensure that the Library meets as closely as possible the “Standards of Practice for California Community College Library Faculty and Programs” of the Academic Senate for California Community Colleges. |
| 2.6 | Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement. |

**Goal Three (Resources)**: The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

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| Obj. | Objectives for EMP Goal 3 |
| 3.1 | Develop and implement a resource allocation plan that leads to fiscal stability. |
| 3.2 | Implement a robust technological infrastructure and the enterprise software to support the college process. |
| 3.3 | Build new facilities and modernize existing ones as prioritized in the facility master plan. |
| 3.4 | Design and commit to a long-term professional development plan. |
| 3.5 | Raise the health awareness of faculty, staff, and students. |

**Goal Four (Leadership and Governance)**: The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

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| Obj. | Objectives for EMP Goal 4 |
| 4.1 | Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution. |
| 4.2 | Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior. |
| 4.3 | Ensure that the Board of Trustees is informed and involved in the accreditation process. |
| 4.4 | Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized. |
| 4.5 | Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process. |



**IMPERIAL VALLEY COLLEGE**

SERVICE AREA PROGRAM REVIEW

1. **PROGRAM/DEPARTMENT DISCRIPTION** (include Vision; Mission; Services-Functions; Funding Sources Statement)

Click here to enter text.

1. **SERVICE AREA OUTCOMES** (use the attached form to identify outcomes, methods, assessment process, results, decisions & recommendations)

Click here to enter text.

1. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

Click here to enter text.

1. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department; provide thorough interpretation of data; use the attached form to list previous objectives/goals and associated Institutional Goals; state if met, partially met, or not met for each one; give detail on any improvements/effectiveness and detail on status on those not fully met.)

Click here to enter text.

1. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; address areas of concern; provide recommendations for future goals of your program/department; use the attached form to identify goals for the next year; align future program goals to one or more institutional goals, and address applicable needs by listing budget enhancement requests associated with program goals, and select applicable resource plan, i.e. facilities, staffing, technology, professional development, marketing.)

Click here to enter text.

1. **PROCESS IMPROVEMENT OPPORTUNITIES** (Use the attached “Process Improvement Opportunities” form to identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process. Assess progress in attainment of process improvements identified in previous Program Review.)

Click here to enter text.

**SERVICE AREA PROGRAM REVIEW**

**PROCESS IMPROVEMENT OPPORTUNITIES**

**PURPOSE:** For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

**GOALS:** Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

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| **DEPARTMENT:** Click here to enter text. |
|  |  |
|  | *Opportunities for:* |
|  | **PROCESS #1:** Click here to enter text. |
|  | Work efficiencies: Click here to enter text. |
|  | Cost reductions: Click here to enter text. |
|  | Contributions to student enrollment &/or success: Click here to enter text. |
|  | Supports Institutional Goal and Objectives:Click here to enter text. |
|  | **PROCESS #2:** Click here to enter text. |
|  | Work efficiencies: Click here to enter text. |
|  | Cost reductions: Click here to enter text. |
|  | Contributions to student enrollment &/or success: Click here to enter text. |
|  | Supports Institutional Goal and Objectives: Click here to enter text. |
|  | **PROCESS #3:** Click here to enter text. |
|  | Work efficiencies: Click here to enter text. |
|  | Cost reductions: Click here to enter text. |
|  | Contributions to student enrollment &/or success: Click here to enter text. |
|  | Supports Institutional Goal and Objectives: Click here to enter text. |

**PROGRAM GOALS**

1. **PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)**

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

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| **PAST PROGRAM GOALS**(Describe past program goals.) | **INSTITUTIONAL****GOAL(S)** (Check all that apply.) |
|  |  |  |
| **1** | **PAST PROGRAM GOAL #1** | **INSTITUTIONAL GOAL(S)** |
| **Identify Program Goal from Last Program Review:**       | [ ]  1[ ]  2[ ]  3[ ]  4 |
| [ ]  Met | [ ]  Partially Met | [ ]  Not Met |
| **Provide detail on any improvements/effectiveness and detail status on those not fully met:**       |
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| **2** | **PAST PROGRAM GOAL #2** | **INSTITUTIONAL GOAL(S)** |
| **Identify Program Goal from Last Program Review:**       | [ ]  1[ ]  2[ ]  3[ ]  4 |
| [ ]  Met | [ ]  Partially Met | [ ]  Not Met |
| **Provide detail on any improvements/effectiveness and detail status on those not fully met:**       |
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| **3** | **PAST PROGRAM GOAL #3** | **INSTITUTIONAL GOAL(S)** |
| **Identify Program Goal from Last Program Review:**       | [ ]  1[ ]  2[ ]  3[ ]  4 |
| [ ]  Met | [ ]  Partially Met | [ ]  Not Met |
| **Provide detail on any improvements/effectiveness and detail status on those not fully met:**       |

Comments:

**FUTURE – LIST OF “SMART” (SPECIFIC** **MEASURABLE ATTAINABLE RELEVANT** **TIME-LIMITED) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.**

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| **FUTURE PROGRAM GOALS**(Describe future program goals. List in order of budget priority.) | **INSTITUTIONAL GOAL(S)** (Check all that apply.) |
|  |  |
| **1** | **FUTURE PROGRAM GOAL #1**Budget Priority #1 | **INSTITUTIONAL GOAL(S)** |
| **Identify Goal:**       | [ ]  1[ ]  2[ ]  3[ ]  4 |
| **Objective:**       |
| **Task(s):**       |
| **Timeline:**       |
| **EXPENSE TYPE** | **FUNDING TYPE** | **RESOURCE PLAN**(Check all that apply.) | **BUDGET REQUEST** |
| [ ]  One-Time[ ]  Recurring | [ ]  Categorical Specify:      [ ]  General Fund | [ ]  Facilities[ ]  Marketing[ ]  Planning & Budget[ ]  Professional Development[ ]  Staffing | [ ]  SLO/SAO (Student Learning Outcome/ Service Area Outcome)[ ]  Student Services[ ]  Technology | $      |
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| **2** | **FUTURE PROGRAM GOAL #2**Budget Priority #2 | **INSTITUTIONAL GOAL(S)** |
| **Identify Goal:**       | [ ]  1[ ]  2[ ]  3[ ]  4 |
| **Objective:**       |
| **Task(s):**       |
| **Timeline:**       |
| **EXPENSE TYPE** | **FUNDING TYPE** | **RESOURCE PLAN**(Check all that apply.) | **BUDGET REQUEST** |
| [ ]  One-Time[ ]  Recurring | [ ]  Categorical Specify:      [ ]  General Fund | [ ]  Facilities[ ]  Marketing[ ]  Planning & Budget[ ]  Professional Development[ ]  Staffing | [ ]  SLO/SAO (Student Learning Outcome/ Service Area Outcome)[ ]  Student Services[ ]  Technology | $      |
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| **3** | **FUTURE PROGRAM GOAL #3**Budget Priority #3 | **INSTITUTIONAL GOAL(S)** |
| **Identify Goal:**       | [ ]  1[ ]  2[ ]  3[ ]  4 |
| **Objective:**       |
| **Task(s):**       |
| **Timeline:**       |
| **EXPENSE TYPE** | **FUNDING TYPE** | **RESOURCE PLAN**(Check all that apply.) | **BUDGET REQUEST** |
| [ ]  One-Time[ ]  Recurring | [ ]  Categorical Specify:      [ ]  General Fund | [ ]  Facilities[ ]  Marketing[ ]  Planning & Budget[ ]  Professional Development[ ]  Staffing | [ ]  SLO/SAO (Student Learning Outcome/ Service Area Outcome)[ ]  Student Services[ ]  Technology | $      |
|  |  |
| **TOTAL BUDGET REQUEST** | $      |

1. How will your enhanced budget request improve student success?

Comments:

**INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)**

|  |  |
| --- | --- |
| **ISLO 1** | COMMUNICATION SKILLS |
| **ISLO 2** | CRITICAL THINKING SKILLS |
| **ISLO 3** | PERSONAL RESPONSIBILITY |
| **ISLO 4** | INFORMATION LITERACY |
| **ISLO 5** | GLOBAL AWARENESS |

**SERVICE AREA LEARNING OUTCOMES (SAOs)**

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| **SERVICE AREA OUTCOMES**(Describe learning outcomes.) | **ISLO(S)** [Link SAO to appropriate ISLO(s).] |
|  |  |  |
| **SAO****1** | **SERVICE AREA OUTCOME #1** | **ISLO(S)** |
| **Identify Outcome:**       | [ ]  ISLO 1[ ]  ISLO 2[ ]  ISLO 3[ ]  ISLO 4[ ]  ISLO 5 |
| **Measurable Outcome Summary:**       |
| [ ]  Met | [ ]  Partially Met | [ ]  Not Met |
| **Provide detail on any improvements/effectiveness and detail status on those not fully met:**       |
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| **SAO****2** | **SERVICE AREA OUTCOME #2** | **ISLO(S)** |
| **Identify Outcome:**       | [ ]  ISLO 1[ ]  ISLO 2[ ]  ISLO 3[ ]  ISLO 4[ ]  ISLO 5 |
| **Measurable Outcome Summary:**       |
| [ ]  Met | [ ]  Partially Met | [ ]  Not Met |
| **Provide detail on any improvements/effectiveness and detail status on those not fully met:**       |
|  |  |  |
| **SAO****3** | **SERVICE AREA OUTCOME #3** | **ISLO(S)** |
| **Identify Outcome:**       | [ ]  ISLO 1[ ]  ISLO 2[ ]  ISLO 3[ ]  ISLO 4[ ]  ISLO 5 |
| **Measurable Outcome Summary:**       |
| [ ]  Met | [ ]  Partially Met | [ ]  Not Met |
| **Provide detail on any improvements/effectiveness and detail status on those not fully met:**       |