

## NON-INSTRUCTION PROGRAM REVIEW 4-YEAR TEMPLATE

* *We proudly provide quality instruction and strong community partnerships that support students’ academic and workforce goals.*
* *We offer innovative and life-changing opportunities in a diverse, inclusive and equitable environment.*
* *We value our students’ personal and social growth through responsive and interactive college experiences.*
* *We inspire hope and promote a passion for learning.*
* *We transform students’ lives through high quality college programs and services resulting in degrees, certificates, transfer programs, and career skills.*

MADERA COMMUNITY COLLEGE VISION:

“Madera Community College builds effective partnerships, strengthens communities, and transforms lives.”

MADERA COMMUNITY COLLEGE VALUES STUDENT SUCCESS THROUGH:

* Connection and Collaboration
* Equity and Inclusivity
* Trust and Accountability

**Purpose of Program Review:** The purpose of Program Review at Madera Community College (MCC) is to ensure that the entire community reflects on, assesses, and improves the overall effectiveness of the program they represent. Through the collection and analysis of quantitative and qualitative data faculty members representing specific disciplines, and every program and office, can assess program strengths and challenges and make recommendations for improving student learning and success. Our primary goal is to sustain continuous quality improvement in every program—instructional, non-instructional, administrative and hybrid service units—thus improving our students’ opportunities for success.

### **Checklist for Equity and Guided Pathways Considerations (must be submitted with final submission while PR is a subcommittee of Equity Committee):**

**Section: Description of program, staffing, resources.**

* Special attention to the role of classified professionals in supporting instructional programs

**Section: Program support of College Mission Statement**

* Consideration of how [*disproportionately impacted groups*](https://www.maderacollege.edu/about/student-equity-plan.html) are reached as programs offer innovative, life-changing, and transformative opportunities

**Section: Program support of College Educational Master Plan (Goal 2: “Center equity in the work at Madera Community College”)**

* *If applicable*, share role of program in offering or participating in DEI professional development
* Identification of how program has supported excellence and success for all students, especially disproportionately impacted groups

**Section: Program support of Strategic Plan**

* Reference to specific goals, outcomes & targets, objectives, and strategies

*Goal 1: Equity and Anti-Racism*

* Identification of how program addresses students’ basic needs (e.g., Starfish utilization, referral to campus resources, etc.)

*Goal 2: Learning and Success*

* Examples of how program has worked to *clarify the path* (accurate program maps if applicable, participation in pathway events, attention to labor market data, clear information about the program on the website, etc.)
* Examples of how program has worked to help students *enter the path* (work in advising, pathway events, outreach and onboarding)
* Examples of how program has worked to support students *staying on the path* (work in advising, pathway events, collaboration between instructors, counselors, and special programs, etc.)
* Examples of how program *ensures learning* (intentional outcomes, service learning, community partnerships, support of student basic needs)
* Starfish utilization and data

*Goal 3: Workforce and Community*

* Consideration of how disproportionately impacted students are connected with local opportunities through the program

*Goal 4: Resources and Infrastructure*

* Consideration of how classified professionals and students are affected by program resource and infrastructure utilization

**Section**: Description of Equity Practices

* Inclusion of specific references to Student Equity Plan [(*link available here*)](https://www.maderacollege.edu/about/student-equity-plan.html)

**Allocation of funding and Program Review:**

**Location of resources and references:**

* [**Link to EMP**](https://www.maderacollege.edu/about/mccc-accreditation/mcc_emp_final.pdf)
* [**Link to Strategic Planning**](https://www.maderacollege.edu/faculty-and-staff/madera_communitycollege_strategicplan2021.pdf)
* [**Link to ISS**](https://teams.microsoft.com/l/team/19%3aF9WNuofZuXb5mfuBR4tH_RtC-UwMP6YlIrqyr2ntOlE1%40thread.tacv2/conversations?groupId=a928434c-7e96-4cd5-b43e-96a2747fc224&tenantId=82cf0ca3-1c1c-4685-a304-5b45ed171ea8)

|  |  |
| --- | --- |
| Academic Year: |  |
| Program Name: |  |
| Pathway: |  |
| Lead Writer(s) for Program Review: |  |

### **Description of program (please include services offered):**

### **Description of staffing:**

### **Description of current program/division resources:**

*Example: offices, labs, number of computers, additional supplies, etc.*

### **Description of program resources:**

### **Describe how your program supports the College Mission Statement. Give a few specific examples.**

### **Describe how your program supports the College Educational Master Plan. Give a few specific examples.**

### **Describe how your program supports the College Strategic Plan.**

1. **Equity and Anti-Racism:**

Center equity and antiracism in the work of Madera Community College as we strengthen organizational effectiveness.

1. **Learning and Success:**

Guide and empower students with educational and student support programs that demonstrate a commitment to high quality teaching and learning and foster student success and achievement.

1. **Workforce and Community:**

Meet workforce needs with a focus on serving the community and enhancing connections.

1. **Resources and Infrastructure:**

Meet the needs of students, employees, and the surrounding community by developing efficient and functional resource management.

### **Describe how your program supports the Student Equity and Achievement Plan.**

What practices and activities have been initiated by your program to meet the goals and metrices outlined in the current Student Equity and Achievement Plan? ([*link available here*](https://www.maderacollege.edu/about/student-equity-plan.html))

### **Contributions to ongoing institutional accreditation as determined by Accreditation Standard 2B:**

### **Outcomes and Assessment**

**Service Area Outcomes (SAO)** are explicit statements describing knowledge, skills, abilities, and/or attitudes that a student or customer will be able to demonstrate at the end (or as a result) of his or her engagement in a particular lesson, course, program, or collegiate experience. In addition, a SAO can also be what a client will experience, receive, or know because of a given service. A client can be anyone receiving a service, including students, faculty, staff, and community members.

**Program Learning Outcomes (PLOs)** are degree/certificate-level outcomes that a student should attain after successful completion of an instructional degree or certificate. The Associate Degree and Certificate Program section of the college catalog and the Program Outline of Record (POR) lists the PLOs. As with SLOs, individual discipline areas create their own PLOs and methods of assessment and report on them regularly. The PLOs are linked to the course SLOs.

**Institutional Learning Outcomes (ILOs)** are institutional-level outcomes that each student should attain upon completion of their educational experience at Madera Community College. The introduction section of the college catalog lists these ILOs. The ILOs are linked to the various PSLOs.

### **Data Analysis: Madera/Oakhurst Campus**

**FOR THE FOLLOWING CAMPUS-WIDE DATA:**

No need to copy and paste in tables/graphs. Review and use as a reference point for your program data. Consider; campus enrollment, breakdown of ethnic, age and gender groups. Success and Retention; success and retention of various ethnic, age, and gender groups. Review awards and certificate data and campus efficiency data (WSCH). As an additional reference, located here: [MCC Campus Data](https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmyscccd.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2FSummerWork-group-thePRSLOTeam%2FShared%2520Documents%2FGeneral%2FData%2520(Research%2520%2526%2520Planning)%2520Resources%2FB.%2520Community%2520and%2520Campus%2520Data%2FMadera%2520Community%2520College%2520Data%2520Updated%2520Fall2023.docx%3Fd%3Dw9d61bb6f500f4e5cb62d37e3531cf70d%26csf%3D1%26web%3D1%26e%3DD30CpQ&data=05%7C01%7Celizabeth.villalobos%40maderacollege.edu%7C2b4c687d79944d1b8a2408dbaf086cdb%7C82cf0ca31c1c4685a3045b45ed171ea8%7C1%7C0%7C638296223113241109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jg2aDW5DeZ3IMbCddUuGbKF9LCOE8HDi%2FvstHjxELHI%3D&reserved=0).

**Madera/Oakhurst Campus:**

#### **Campus Enrollment (Madera/Oakhurst) for the last 2 years**

* Unduplicated Headcount
* Ethnicity Breakdown
* Gender Breakdown
* Age Breakdown

#### **Campus Retention & Success (Madera/Oakhurst) for the last 2 years**

* Seat Count
* Retention
* Overall Success
  + *Success by Ethnicity*
  + *Success by Age*
  + *Success by Gender*

#### **Campus Total Awards & Certificates (count) for the last 2 years**

**What is the Campus’ WSCH/FTEF and FTES/FTEF data for the last two years? What is the full-time faculty to part-time faculty ratio?** [MCC Campus Data](https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmyscccd.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2FSummerWork-group-thePRSLOTeam%2FShared%2520Documents%2FGeneral%2FData%2520(Research%2520%2526%2520Planning)%2520Resources%2FB.%2520Community%2520and%2520Campus%2520Data%2FMadera%2520Community%2520College%2520Data%2520Updated%2520Fall2023.docx%3Fd%3Dw9d61bb6f500f4e5cb62d37e3531cf70d%26csf%3D1%26web%3D1%26e%3DD30CpQ&data=05%7C01%7Celizabeth.villalobos%40maderacollege.edu%7C2b4c687d79944d1b8a2408dbaf086cdb%7C82cf0ca31c1c4685a3045b45ed171ea8%7C1%7C0%7C638296223113241109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jg2aDW5DeZ3IMbCddUuGbKF9LCOE8HDi%2FvstHjxELHI%3D&reserved=0).

**Definitions**: Enrollment (seats) - Count of seats filled: **FTEF** – Full-Time Equivalent Faculty, **FTES --** Full-Time Equivalent Student, **WSCH** – Weekly Student Contact Hour

**FOR THE FOLLOWING PROGRAM-SPECIFIC DATA CHARTS, PLEASE USE THE CAMPUS-WIDE DATA CHARTS ABOVE FOR YOUR COMPARATIVE ANALYSIS.**

No need to copy and paste in tables/graphs. Review and use as a reference point for your program data. Consider; campus enrollment, breakdown of ethnic, age and gender groups. Success and Retention; success and retention of various ethnic, age, and gender groups. Review awards and certificate data and campus efficiency data (WSCH). As an additional reference, located here: [MCC Campus Data,](https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmyscccd.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2FSummerWork-group-thePRSLOTeam%2FShared%2520Documents%2FGeneral%2FData%2520(Research%2520%2526%2520Planning)%2520Resources%2FB.%2520Community%2520and%2520Campus%2520Data%2FMadera%2520Community%2520College%2520Data%2520Updated%2520Fall2023.docx%3Fd%3Dw9d61bb6f500f4e5cb62d37e3531cf70d%26csf%3D1%26web%3D1%26e%3DD30CpQ&data=05%7C01%7Celizabeth.villalobos%40maderacollege.edu%7C2b4c687d79944d1b8a2408dbaf086cdb%7C82cf0ca31c1c4685a3045b45ed171ea8%7C1%7C0%7C638296223113241109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jg2aDW5DeZ3IMbCddUuGbKF9LCOE8HDi%2FvstHjxELHI%3D&reserved=0) [Program Review Data Dashboard](https://analytics.scccd.edu/#/site/SCCCD/workbooks/1439?:origin=card_share_link) and/or contact Research & Planning for customized data sets.

### **Data Analysis: Program-Specific**

**Madera/Oakhurst Non-Instruction Program:**

#### **Non-Instruction Program Enrollment (Madera/Oakhurst) for the last two years**

**Use the** [MCC Campus Data](https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmyscccd.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2FSummerWork-group-thePRSLOTeam%2FShared%2520Documents%2FGeneral%2FData%2520(Research%2520%2526%2520Planning)%2520Resources%2FB.%2520Community%2520and%2520Campus%2520Data%2FMadera%2520Community%2520College%2520Data%2520Updated%2520Fall2023.docx%3Fd%3Dw9d61bb6f500f4e5cb62d37e3531cf70d%26csf%3D1%26web%3D1%26e%3DD30CpQ&data=05%7C01%7Celizabeth.villalobos%40maderacollege.edu%7C2b4c687d79944d1b8a2408dbaf086cdb%7C82cf0ca31c1c4685a3045b45ed171ea8%7C1%7C0%7C638296223113241109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jg2aDW5DeZ3IMbCddUuGbKF9LCOE8HDi%2FvstHjxELHI%3D&reserved=0) **to insert chart(s).**

* Unduplicated Headcount
* Ethnicity Breakdown
* Gender Breakdown
* Age Breakdown

In the space below, please analyze the above data within the context of your program review. Please explain any trends you see in the above data that might affect the future of your program and its goals. In addition, analyze how and why the data above is relevant to the goals and missions of your program and the college going forward, and explain what changes might be made to improve this data (if applicable):

#### **If applicable: Retention & Success (Madera/Oakhurst) for the last two years**

**Use the** [MCC Campus Data](https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmyscccd.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2FSummerWork-group-thePRSLOTeam%2FShared%2520Documents%2FGeneral%2FData%2520(Research%2520%2526%2520Planning)%2520Resources%2FB.%2520Community%2520and%2520Campus%2520Data%2FMadera%2520Community%2520College%2520Data%2520Updated%2520Fall2023.docx%3Fd%3Dw9d61bb6f500f4e5cb62d37e3531cf70d%26csf%3D1%26web%3D1%26e%3DD30CpQ&data=05%7C01%7Celizabeth.villalobos%40maderacollege.edu%7C2b4c687d79944d1b8a2408dbaf086cdb%7C82cf0ca31c1c4685a3045b45ed171ea8%7C1%7C0%7C638296223113241109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jg2aDW5DeZ3IMbCddUuGbKF9LCOE8HDi%2FvstHjxELHI%3D&reserved=0) **to insert chart(s).**

* + Seat Count
  + Retention
  + Overall success
    - *Success by Ethnicity*
    - *Success by Age*
    - *Success by Gender*

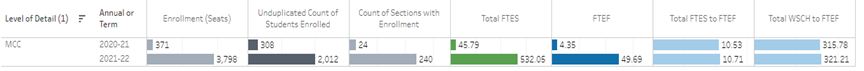
In the space below, please analyze the above data within the context of your program review. Please explain any trends you see in the above data that might affect the future of your program and its goals. In addition, analyze how and why the data above is relevant to the goals and missions of your program and the college going forward, and explain what changes might be made to improve this data (if applicable):

**What is the Campus’ WSCH/FTEF and FTES/FTEF data for the last two years? Use** MCC Campus Data.

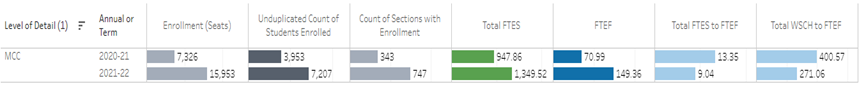
**Definitions**: Enrollment (seats) - Count of seats filled: **FTEF** – Full-Time Equivalent Faculty, **FTES --** Full-Time Equivalent Student, **WSCH** – Weekly Student Contact Hour.

***Sample Data:***

In-person:



Online/Hybrid:



1. Discuss course section count trends?
2. Are program sections increasing or decreasing?
3. Stronger as on-line or face-to-face?

### **Qualitative Information:**

#### **Additional information from employee and/or student surveys or focus groups**

#### **External/Community/Feeder District Feedback and Recommendations (Advisory/Accreditation notes, where applicable). Please list external recommendations and the status of each if applicable. External may include community, feeder district, advisory, and recommendation notes:**

#### **Online accountability [Detail the quality of online services as compared to face to face. Per the Online Education Initiative (OEI), how does the program provide support services that are tailored to the diverse needs of community college students?**

#### **Other strategies and activities you would like to share here as applicable**

(e.g., community event, marketing program, subject specific orientation, field trip). Include date(s) and outreach if applicable.

*Example: Madera Farmers’ Market Event, Ag Sciences Night, approximately 200 attendees*

### **Past review of goals:**

\*Please list previous goals attained: (ongoing goals/obtained goals/unobtained goals) a chart followed by a descriptive narrative

|  |  |  |
| --- | --- | --- |
| List past goals from Program Review | Status (Achieved/In process/Ongoing/Not achieved) | Explanation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### **Goal Prioritization Chart**

When writing your program/service area review, please complete the following goal prioritization chart.Based on the information entered, the committee will review each column and discuss if each column meets the criteria provided. The overall goal is substantiated if the following three areas are met:

1. Evidence provided (qualitative/quantitative and narrative) demonstrates a need for the goal.
2. Goal is linked to overall college planning, Institutional/Program Learning outcomes or other outcomes.
3. Goal is linked to a Guided Pathway pillar.

**Also remember:**

* It is the Program Review Committee’s goal to be collaborative, so please reach out to a committee member if you have questions or need clarification in the following area.
* **Substantiation does not guarantee funding**
* **Reminder:**
* Be SMART, when goal setting! **SMART:** Specific, Measurable, Achievable, Relevant, and Time-Bound. Remember, program review will be completed every two years.
* Goals should be addressed in the body of program review.
* Prioritize goals, in that way you can list the most imperative needs.

See Figure #4 in Program Review Handbook

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Goal(s) | Priority  (0-3, zero being the highest) | Description | Link to applicable College Planning (or other outcomes) | Resources Needed (if yes, amount): | Guided Pathways  (Equity gaps, student retention, matriculation processes, etc.) | Goal Substantiation (Committee)  Y / N |
| List goal (consider technology, facility, staffing, materials)  Within the Program Review there should be supporting data (qualitative/quantitative) and narrative that supports the goal. | **Prioritize this goal** | **Detailed description of the goal.** | **Which planning documents or other planning does this goal link to?**  EMP, ISS, ILO, PLO… Etc. | **Detail the budget and why costs are necessary.** Consider all resources; material items, time | **How does accomplishing this pathway goal help your**  **program?** | Completed by committee |
| *Example Goal: Increase outreach to male students. As listed in pages 2 and 4, the campus serves 40% males, however our program serves only 10% males. Therefore, we will be outreaching directly to males.* | *1* | *Outreach strategies: Create marketing materials that target males in our feeder districts. Materials will be delivered to feeder schools and passed out in male PE classes and by HS counselors to male students.* | *ILO*  *Educational Master Plan* | *Yes, $200*  *$100 – creating the flyer*  *$100 - printing fees* | *Enter the Path: Creating and targeting male outreach will assist in increasing enrollment of male students.* | *Y* |