Instructional Annual Program Review Update Form

BACKGROUND:

Program Review (PR) is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This PR Update Form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

DIRECTIONS:

This form shall be completed annually by ALL instructional programs.

- All instructional programs must submit their Annual Program Review Update Form to their dean or manager by Monday, March 6.
- All deans or managers will forward the completed form to the Program Review Committee Chair by Monday, March 13.

SUBMISSION:

Program: Administration of Justice Dept.   Division: Technology & Engineering   Date: 2/24/23

■   We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete only pages 1 and 2)*

☐   We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete the entire form)*

Program Signature(s): *Kelly Robertson* Printed Name: Kelly Robertson

PPRC Endorsement: Yes ☐   No ☐

Revised 01/27/2023

Part 1: Review of Data

Institution Set Standards (ISS)

1. Use the data provided by the Office of Institutional Effectiveness (OIE) to review your course completion and success rates and provide a comparison to the Institution Set Standards for course completion and success rates.

    You can access your program's ISS here: <u>ISS Documents;</u> Alternately, if you have access to Tableau, you can access the data here: <u>Tableau ISS Data</u>.

Course <u>Success</u> Institution-Set Standard		Completion <u>(Retention)</u> Institution-Set Standard	
Below Standard:	Less than 61.2%	**Below Standard:**	Less than 74.5%
Warning:	Between 61.2% and 64.6%	**Warning:**	Between 74.5% and 78.6%
+:	Above 64.6%	**+:**	Above 78.6%

Course Success and Completion by Program

Subject	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
AJ	2,213	71.3%	+	86.4%	+

2. If your program meets or exceeds the standard for completion and success, to what do you attribute your success? If your program does not meet this standard, please examine the possible reasons, and note any actions that should be taken, if appropriate.

    Course Success examines the percentage of students who receive a passing/satisfactory grade. Examples include A-C (Pass). The Administration of Justice Department's *Course Success* <u>exceeds</u> the *Institutional-Set Standards* with measurable data and a <u>*71.3%*</u> rate. This is due to faculty providing students with study guides for quizzes, exams, and course discussions, along organizing study groups and mentoring sessions. These practices have increased the overall student success rates from previous data analysis, and past self-study reports.

    Course Completion/Retention examines the percentage of students who do not withdraw from class and who receive a valid grade. Examples include A-F, Incomplete, pass, no pass. The Administration of Justice Department's <u>exceeds</u> the *Institutional-Set Standards* with measurable data and an <u>*86.4%*</u> rate. This is due to increasing student mentoring, providing academic and career pathways, along with encouraging students to utilize campus-wide support services (i.e., tutoring, health center, food bank, on campus jobs, etc.). These methods have improved the total student completion/retention levels from preceding OIE analysis and past self-study reports.

Institutional Student Learning Outcomes (ISLOs)--Do Not Complete Spring 2023

All programs will compare their CSLO attainment to the Global Awareness ISLO.

1. Describe your program's participation in assessment of Institutional Student Learning Outcomes (ISLO's). Specifically, how does your CSLO attainment, for the courses that are mapped to the Global Awareness ISLO, compare to Fullerton College's ISLO attainment?

2. Does the SLO data show significant achievement gaps among demographic groups in your program? If so, where are the gaps and what steps can your program take to shrink them? If not, to what do you attribute your success in minimizing the achievement gap?

Part 2: Additional Resource Request Reasoning and Support

Request Justification (Note: Expand all areas as needed to support your resource request)

Briefly summarize your new / modified resource request. Is it imperative that this resource request be processed now rather than during the next comprehensive program review?

1. If the Resource Request is personnel-related, include support and associated details/data in support of this request.
2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
3. How will this resource enhance your area or program? Have you considered the College Mission or Strategic Initiatives, physical/organizational restructuring, and or your program's goals for improvement, as stated in your last program review?

Provide any additional information that supports your request in the space below. Expand as necessary.

Part 3: Resource Request Funding

Directions:
- Complete and submit this section ONLY if you have a NEW resource request
- Each NEW resource request must include the associated justification (Page 3).
- Complete as many resource requests, as necessary. Support each resource request with appropriate and relevant detail (Page 3).

Submission:

Requested by:_____Email:_____Phone: _____

Division:_____Department:_____ Total Requested $:_____

This request is intended as an update to a previously submitted program review. List and provide the cost to implement this request. Describe equipment location and include a description of additional space or maintenance, if needed.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:		

Approval:

Dean: Signature/Approval:_____   Date: _3-16-2023_____

Rank (if appropriate):   Dean Priority Ranking: _4_ of _10_