2023-2024 Comprehensive Program Review (CPR) Instructional Template

A. **Program Description**

   1. Describe your program's purpose, identity/focus, noting any changes since the last review.

   2. What are the critical ways your program advances the college's mission, vision, and goals?

B. **People Involved – Your Students**

   3. **Population and Demographics:** What are the key characteristics that define your program's student population? Compare your program to the overall college population and discuss the extent to which your program's student makeup (including subgroups who are over or under-represented) currently aligns with your program's intended target populations.

   4. **Outreach and Planning:** What opportunities do your analyses reveal about your current and future student outreach and planning efforts?

C. **People Involved – Your Staff**

   5. **Population and Demographics:**
       a. Describe your program's staff (PT/FT faculty, non-faculty, and classified).
       b.   How reflective of your program's student population is your staff?

   6. **Staffing Changes:** Describe your program's staffing changes since the last review. How have these changes impacted your program's ability to achieve its desired student outcomes?

   7. **Staffing Challenges:** Looking ahead to the next review period, discuss any staffing challenges you anticipate.

       a. How is your program planning to address these challenges?
       b. What institutional support does your program need to address these challenges?

   8. What key elements of your department culture facilitate and impede your program's ability to achieve its desired student outcomes.

   9. **Staff Support and Professional Development:**
       a. Discuss how your program involves and supports its staff (classified, non-faculty, and PT/FT faculty).

b. What roles do your program's staff play on campus and in the off-campus community?

c. Discuss how your staff's professional activities since the last review period have positively impacted your program.

c. What additional areas of professional development and trainings are needed for your staff?

10. **If applicable:**

a. In what professional organizations does your program's staff participate?

b. Discuss your staff's grant-funded research and projects.

c. Discuss your program's partnerships with regional educational institutions.

d. Discuss your program's industry partnerships and relationships.

e. Discuss how your faculty are upskilled to address industry and/or curricular changes.

f. Provide your program's advisory board membership and meeting dates since the last review period.

D. **Curriculum, Courses, and Scheduling**

11. Analyze your program's enrollment trends disaggregated by modality and other course attributes. Reflect on the extent to which your current course offerings and class scheduling practices maximize student success. Include any evidence to support your points. Discuss any changes your department plans to better respond to students' needs.

12. What support do you need from the College to create a more equity-minded and student-centered curriculum, course offerings, and class schedules.

13. Document any substantial changes to your program curriculum since the last review and discuss what prompted these changes. Looking forward, what changes to the curriculum do you plan based on the emerging needs of your discipline, industry, student population, etc.

E. **Evaluation, Effectiveness, and Equity:** Three key indicators of program effectiveness include course success/retention rates, course and program learning outcomes mastery rates, and degree/certificate completion.

14. **Course Success and Retention:** Indicate your program's chosen level of analyses for the review (choose one):

- Gateway course(s):
- Highest enrolled course(s):
- Discipline(s):
- Department-level:

a. Analyze your program's course success and retention against your program's institution-set standards (minimum threshold) and improvement goals. Discuss any significant changes/trends over time. Include your program's plans to improve course success and retention.

b. **Disaggregated data:** Which racial/ethnic student group completes their courses at the highest rates? Which racial ethnic groups experience the **largest** gaps when compared to the highest performing group? Analyze the trends across the last review period.

c. **Equity Gaps:** What factors are contributing to the equity gaps? Consider factors that relate to people, programs, practices, and policies in the classroom, program, or college.

d. What else does your program need to know to better understand how to address equity gaps in your program's course success and retention rates?

15. **SLO Mastery Rates**

a. **Description of process:** Describe your program's processes and practices for defining, assessing, and analyzing learning outcomes. Include a discussion of how your program uses the results of SLO data to inform course and program improvement efforts.

b. **Most salient findings:** Describe the **most salient** results of course or program SLO mastery rates data over the last review period, including results of disaggregated data. Include a discussion of how the results will be used to improve student learning.

16. **Degrees and Certificates**

a. Analyze your program's degree and certificate award trends against your department's institution-set standards (minimum threshold) and improvement goals. Document any significant changes or trends over the last review period.

b. Which student racial/ethnic groups disproportionately earn more awards in your program? Which racial/ethnic groups earn disproportionately fewer degrees and certificates?

c. Based on your analyses, what changes is your program exploring, including addressing any equity gaps?

17. **If applicable:**

a. **Labor Market Data:** Discuss the labor market demand for your program. What is the gap between demand and supply? How does labor market data inform your overall program planning?

b. **Additional Assessment:** Describe the results of any additional assessment or evaluation your program conducts and how the findings inform program planning and improvement.

F. **Your Program's Past and Future**

18. **Past Action Plan:** Discuss the progress made on the action plan and objectives from your program's last review.

19. **Future Action Plan:** Considering your program's past plan and this review's findings, what challenges and concerns need to be addressed in the next review period?

a. Identify 1 – 5 goals for your next review period's Action Plan. Label the goals Ongoing, Revised, or New.

G. **Resources and Budget**

20. What are the most critical resources needed to implement your program's Action Plan in the next review period?

21. If additional resources are needed to implement your Action Plan, what new funding sources and/or budget reallocations is your program exploring?