Program Review Committee Response To Programs’ Drafts

Program: Office Technology

Date: 9/16/16

Thank you for submitting your program’s program review report draft. The Program Review Committee has read your program’s report draft and offers the following suggestions/comments as you revise your final report.

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| --- | --- | --- | --- |
| Program Review Section | Does Not Meet | Meets | Exceeds |
| General information, including staffing summary |  | X |  |
| Mission, Strategic Plan, and Ed Master Plan support | X |  |  |
| Previous goal status/outcome |  | X |  |
| Quantitative analysis in support of goals |  | X |  |
| Funding/budget summary | X |  |  |
| SLO summary/reports, including mapping, assessment results, gaps, and action plans | X |  |  |
| Qualitative analysis, including future trends, curriculum changes, teaching methodologies, collaborations  |  | X |  |
| Goals | X |  |  |
| SLO timeline |  | X |  |
| Curriculum Revision timeline |  | X |  |

**(OVER)**

Committee Comments

|  |  |
| --- | --- |
| Program Review Section | Comments |
| General information, including staffing summary | Provide faculty names.Maintain consistent, professional tone throughout.  |
| Mission, Strategic Plan, and Ed Master Plan support | Thorough strategic plan response. The mission response? |
| Previous goal status/outcome |   |
| Quantitative analysis in support of goals | Isn’t it the magic WSCH number of 525?Perhaps Janice can give a fresh perspective (or compilation) of OT’s data?Why is there such a disparity in the completion data as you compare IR data to admissions/records data?Data seems to show decreasing trend in enrollment. Any comment on this?The comment on full-time/part-time % seems to refer to faculty, but this data is about students.Good analysis about losing students during spring semester.Missing Madera comments on most quantitative analyses. Only the RC stats are discussed. Doing a separate analysis/summary of the statistics may make this section read better.This section needs to be completed and a proper analysis done. |
| Funding/budget summary | Complete budget summary chart. |
| SLO summary/reports, including mapping, assessment results, gaps, and action plans | Complete question E. This is a good place to help substantiate needs/goals. |
| Qualitative analysis, including future trends, curriculum changes, teaching methodologies, collaborations | Delete any non-pertinent ares ie. Signature program |
| Goals | Summary for Madera?Confirm that your goals are substantiated within your report.Goals section seems light. |
| SLO timeline |   |
| Curriculum Revision timeline |   |

Your oral presentation will take place on: NA

Please contact the Program Review Chair with questions. Thank you for your participation in this important process.