

5/5/16

Program Review Summary Report for Faculty Senate

Non-instructional programs completed the comprehensive three year program review in Fall 2015. A total of 59 self-studies which included a total of 133 resource requests were submitted in Fall 2015 and the Program Review Committee (PRC) read, analyzed and provided feedback to all 59 programs in Spring 2016.

The quality of the program reviews on balance has improved and the committee would like to commend and thank everyone involved with this process. While program review can be time consuming, the benefits of self-study outweigh the detriments. Ten self-studies were identified as exemplary and they are:

Financial Aid Office
Office of Student Equity
International Student Center
Supplemental Instruction
Disability Support Services (DSS)
Office of Institutional Research and Planning (OIRP)
Study Abroad
Basic Skills
Instructional Technology Services (ITS)
Math Lab

These ten self-studies will be posted on the Program Review website as examples of the high quality work completed at Fullerton College. All other self-studies are available from any member of the Program Review Committee, just ask if you want a copy of any program review.

You have received copies of the summary report with eight themes common to some of the self-studies identified. The themes are: Staffing, Technology and Equipment, Web Site Development and Support, Social Media and Mobile Applications, Facilities Upgrades, Space Allocation, Professional Development, and Health and Safety Concerns.

I would like to summarize the PRC recommendations made in regards to the themes and the program review process in general:

1. There were four programs that did not submit reviews for a variety of reasons. Some of the programs were new, undergoing transition and did not have a director, or had new directors that were not prepared to write a self-study. The Office of the Athletic Director is a new office, Physical Plant and Facilities has a new director, the Office of Student Support Services is newly re-established, and Umoja has undergone coordinator transitions. The PRC recommends that all of these programs submit a program review in fall 2018.

2. There seems to be some confusion about what template should be used and some of that could be easily alleviated. The PRC recommends that in the future, the administration advise all self-study authors to use the most recent template at programreview.fullcoll.edu, to review their self-studies yearly, and take advantage of training opportunities.
3. There seem to be a growth in the number of new “boutique” programs and this impacts the staffing budget. It is difficult to forecast whether a new program will grow linearly or exponentially. This exacerbates the staffing dilemma and the PRC recommends that IREC survey the campus about how often faculty and staff direct students to utilize a variety of program services. With this information in hand, it might provide some information that will aid in forecasting needs and staffing of these programs.
4. Several programs identified a need for assistance in web site development and maintenance. While the PRC appreciates the ongoing and great efforts by the web content specialist in the Office of Communications, more extensive support to more programs by Fullerton College web designers is needed. I for one, would like to see the program template currently used across campus made available for import into software such as Dreamweaver.
5. A number of facility requests were made and there was some unevenness in the self-study narrative about the impact of bond measures, in particular, Measure J. The PRC recommends that self-studies in the future include in their narrative discussions of imminent facility needs for swing space and their vision for what to do with new building spaces based on bond measure funding. The program review is an ideal place to get your facility wants and need in writing and used for reference when it comes time to join a Building Users Group (BUG).
6. There were a lot of requests for more custodial coverage throughout the daytime, night time and weekends. The PRC recommends that the college continue to review health and safety measures in place in order to ensure a safe and healthy learning and working environment for all campus members.

The PRC has worked very hard this year on providing meaningful feedback to self-study authors. We would like to thank the 29 campus members involved in the reading and feedback process. The PRC would like to thank the 12 volunteer readers and one resource member involved in the process and all of the support from classified staff in the President and Vice President Offices. Together all campus members provide a voice and meaning to institutional effectiveness through program review. The PRC thanks the Faculty Senate for their time and efforts to facilitate and improve program review. With that said, as the chair of the Program Review Committee, I ask that the Faculty Senate ratify the 2015-2016 Program Review Summary Report so it may be presented at the final PAC meeting on May 11 and moved on for funding allocation consideration to PBSC.

Thanks again,

Jan Chadwick