



FULLERTON COLLEGE

ELEVATING.
EXCELLENCE.

Student and Support Services

2018 - 2019 Self-Study

Three-Year Program Review Template

[Enter Program Name Here]

[Enter Division Name Here]

Statement of Collaboration

The program staff listed below collaborated in an open and forthright dialogue to prepare this Self Study. Statements included herein accurately reflect the conclusions and opinions by consensus of the program staff involved in the self-study.

Participants in the self-study

Authorization

After the document is complete, it must be signed by the Principal Author, the Department Manager, and (when appropriate) the Dean or appropriate Immediate Management Supervisor (IMS) prior to submission to the Program Review Committee.

_____	_____	_____	_____
Printed name of Principal Author	Signature	Title	Date
_____	_____	_____	_____
Printed name of Department Manager	Signature	Title	Date
_____	_____	_____	_____
Printed name of Dean or Immediate Management Supervisor (IMS)	Signature	Title	Date

1.0 Mission and Goals

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your program to the Mission, Vision, Core Values and College Goals. Summarize how your program supports each area.

Mission:

Vision:

Core Values:

College Goals:

2.0 Program Description/Data & Trends Analysis

2.1 Describe the purpose, components, and staffing of this program.

2.2 Staffing – complete the table below. Please list the total number of personnel in each type of position in the department/program. Within each classification in the first column, please list the position titles. For confidentiality, **do not** include the names of any people in the position.

CURRENT STAFF					
Classification (Include position titles)	# of staff in each position title	Percent of employment	Months per year of employment	Source of funding (General / Categorical)	FTE
Managers					
Classified					
Faculty (full-time)					
Faculty (Adjunct)					
Hourly - Adult					
Hourly - Student					
Professional Experts					

	Total FTE				

2.3 Other Resources

OTHER RESOURCES				
Please list each position by classification in the department/program	Services Provided	Number of Hours	Overall Cost	Source of funding (General / Categorical)
Independent Contractors				
Volunteers				
Interns				
Total Hours & Costs				
Total FTE				

- 2.4 Utilize the data provided in the tables above in a discussion of the appropriateness of the staffing levels of this program.
- 2.5 How many students are served? How has this number changed since the last review?
- 2.6 Since the previous Program Review Self-Study what significant changes have occurred that impact the services of this program?
- 2.7 Describe any laws, regulations, trends, policies and procedures or other influences that have an impact on the effectiveness of your program.
- 2.8 Provide any other data that is relevant to your self-study.

3.0 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

- 3.1 Based on your analysis in 2.1 through 2.8, what are the strengths of your program?

3.2. Based on your analysis in 2.1 through 2.8, what are the weaknesses of your program?

3.3. Based on your analysis in 2.1 through 2.8, what opportunities exist for your program?

3.4. Based on your analysis in 2.1 through 2.8, what challenges exist for your program?

4.0 Service Area Outcomes (SAO)/Student Learning Outcomes (SLO) Assessment

4.1 List your SAO/SLOs and complete the expandable table below.

	Service Area Outcomes (SAO) / Student Learning Outcomes (SLO)	Date Assessment Completed	Date(s) Data Analyzed	Date(s) Data Used For Improvement	Number of Cycles Completed
1.					
2.					

4.2 Assessment: Complete the expandable table below.

<i>Service Area Outcomes Assessment for the Student Services Division of Fullerton College</i>			
Intended Outcomes	Means of Assessment & Criteria for Success	Summary of Data Collected	Use of Results
1.			
2.			
<i>Student Learning Outcomes Assessment for the Student Services Division of Fullerton College</i>			
Intended Outcomes	Means of Assessment & Criteria for Success	Summary of Data Collected	Use of Results
1.			
2.			

4.3 How has assessment of program SAOs led to improvements in services provided to students by this program?

4.4 How has assessment of SLOs led to improvements in student learning and achievement?

4.5 What challenges remain to make your program SAOs/SLOs more effective?

- 4.6 Describe how the program’s SAOs/SLOs are linked to the [college's goals](#).
- 4.7 Describe how the program’s SAOs/SLOs support the achievement of the [institution level SLOs](#).
- 4.8 A. What methods are used to assess the program’s success in serving the student population that interacts with your program?

B. What do the results of the above methods of assessment indicate about the effectiveness of the program?

C. How were the assessment results used to make improvements to services provided by this program? Please provide examples.

5.0 Evaluation of Progress Toward Previous Goals (Future program review templates for this section will identify “previous goals” as “previous strategic action plans”.)

- 5.1 List the goals from your last self-study/program review.
- 5.2 Describe the level of success and/or progress achieved in the goals listed above.
- 5.3 How did you measure the level of success and/or progress achieved in the goals listed above?
- 5.4 Provide examples of how the goals in the last cycle contributed to the continuous quality improvement of your program.
- 5.5 In cases where resources were allocated toward goals in the last cycle, how did the resources contribute to the improvement of the program?
- 5.6 If funds were not allocated in the last review cycle, how did it impact your program?

6.0 Strategic Action Plans (SAP) [formerly called Goals (6) and Requests for Resources (7)]
Using the tables below, list the strategic action plans (SAPs) for your program. These plans should follow logically from the information provided in the self-study. Use a separate table for each SAP.

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1	
Strategic Action Plan Name: (formerly called short-term goal)	
List College goal/objective the plan meets:	College Goal #: Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	

What specific aspects of this SAP can be accomplished without additional financial resources?		
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

STRATEGIC ACTION PLAN # 2		
Strategic Action Plan Name: (formerly called short-term goal)		
List College goal/objective the plan meets:	College Goal #:	Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.		
What <i>Measurable Outcome</i> is anticipated for this SAP?		
What specific aspects of this SAP can be accomplished without additional financial resources?		
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

STRATEGIC ACTION PLAN # 3		
Strategic Action Plan Name: (formerly called short-term goal)		
List College goal/objective the plan meets:	College Goal #:	Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.		
What <i>Measurable Outcome</i> is anticipated for this SAP?		
What specific aspects of this SAP can be accomplished without additional financial resources?		
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

7.0 Long Term Plans

Describe the long term plans (four-six years) for your program. Please consider future trends in your narrative. Identifying financial resources needed for these plans is optional.

8.0 Self-Study Summary

This section provides the reader with an overview of the highlights, themes, and key segments of the self-study. It should not include new information that is not mentioned in other sections of this document.

9.0 Publication Review

Fullerton College is committed to assuring integrity in all representations of its mission, programs, and services. As such, during the program review self-study process programs are required to document their publications (websites, brochures, magazines, pamphlets, etc.) that are used to promote programs and services to the campus community and community at-large. This review should specify when the publication was last reviewed, if the information in the publication is accurate, and if the information correctly represents the college's mission, programs, and services.

Information on the college's graphic standards is available here: <http://news.fullcoll.edu/campus-communications/web-help/graphics/>.

In the far right column please provide the URL where the publication can be accessed. If it cannot be accessed via the Internet, please provide a sample of the publication with your program review self-study. If you have any questions about what type of publication should be included, please contact Lisa McPheron, Director of Campus Communications at lmcpheon@fullcoll.edu.

For publications that you have identified as inaccurate, please provide the action plan for implementing corrections below.

Publication	Date last reviewed	Is the information accurate?	URL of publication

Routing & Response Page

Originator → IMS → Program Review Chair → Appropriate President's Staff Member

Originator: *Electronically submit completed Program Review to Division Dean/IMS for review.*

Appropriate Immediate Management Supervisor (IMS): *Select one and provide response if necessary. Forward electronically to appropriate Vice President's Office.*

RESPONSE

Printed name of IMS

Title

Date

I concur with the findings contained in this Program Review.

I concur with the findings contained in this Program Review with the following exceptions (include a narrative the basis for each exception):

Area of exception:

I do not concur with the findings contained in this Program Review (include a narrative explanation):

Appropriate President's Staff Member: *Print Program Review, sign, and route both hard copy and electronic version to Program Review Chair.*

ACKNOWLEDGING RECEIPT

Printed Name

Signature

Title

Date



Fullerton College Mission Statement

MISSION

Fullerton College advances student learning and achievement by developing flexible pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We foster a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members.

VISION

Fullerton College will transform lives and inspire positive change in the world.

*Approved by Fullerton College
President's Advisory Council and
accepted by President Schulz
May 2017.*

VALUES

Community

We promote a sense of community that enhances the well-being of our campus and surrounding areas.

Diversity

We embrace and value the diversity of our entire community.

Equity

We commit to equity for all we serve.

Excellence

We honor and build upon our tradition of excellence.

Growth

We expect everyone to continue growing and learning.

Inclusivity

We support the involvement of all in the decision-making process.

Innovation

We support innovation in teaching and learning.

Integrity

We act in accordance with personal integrity and high ethical standards.

Partnership

We work together with our educational and community partners.

Respect

We support an environment of mutual respect and trust that embraces the individuality of all.

Responsibility

We accept our responsibility for the betterment of the world around us.