



# WEST HILLS COLLEGE COALINGA

---

## PROGRAM REVIEW AND PLANNING PROCESS Instructional Programs

**Program:** Click here to enter text.

**Degrees/Certificates:** Click here to enter text.

**Date Submitted:** Click here to enter a date.

**Prepared By:** Click here to enter text.

### MISSION STATEMENT:

West Hills College Coalinga offers associates degrees, transfer degrees, career and technical certificate programs and is committed to inspiring learners by providing dynamic and high quality academic programs and services, including those offered through distance education. The college fosters its students' ability to think, communicate, effectively reason and develop compassion through learning, connection and service.

### I. PROGRAM OVERVIEW

**A. Provide a brief overview of the program, the population it serves, and how it aligns with the mission of West Hills College Coalinga.**

**B. Describe any major developments, activities, changes and/or projects in the program since the last program review.**

**C. Background - List all goals/recommendations from the last program review.**

- 1.
- 2.
- 3.

**D. Describe the strategies that have been used to accomplish these goals/recommendations and comment on their effectiveness.**

- 1.

- 2.
- 3.

## II. STATISTICAL DATA ANALYSIS

### A. Success

Insert “Program Trends” data table (Course Summary tab) and “Disaggregated Program” data table (Disaggregated Success tab) from the program review data packet:

- a. **Discuss your department success rates as they represent a trend over time. What do you see in the data?**

- b. **Consult WHCC Institution-Set Standards. How does your program’s data compare? If your program’s success rates are lower than institutional goals, describe your plans to improve them.**

- c. **Examine your departments’ Equity rates, disaggregated by ethnicity and gender. Are there differences in success across groups? If so, how do you plan on addressing this inequity and closing any apparent achievement gap?**

### B. Course Time, Location, Modality, and Productivity Analysis

- a. **Consider and analyze your location, days/time, and modality trends. Discuss any program plans that address and/or could increase department efficiency and benefit students in these areas.**

- b. **Consider any success gaps that may exist between courses provided via Distance Education and face-to-face. If identified, how do you plan on closing the achievement gaps based on Instructional Method?**

- c. Based on FTES (i.e. WSCH/FTEF) data, reflect on productivity trends you see since last Program Review. Briefly describe possible steps the program may take to increase or maintain productivity.

--

**C. Award Conferrals**

Insert “Degree and Certificate” data table (Degrees and Certificates tab) from the program review data packet and consult WHCC Institution Set-Standards:

- a. Assess the department’s award conferral data. Do the award conferral rates meet departmental and institutional targets? If not, provide context for this discrepancy. What strategies will you implement to improve your conferral rates?

--

**D. Labor Market Analysis (CTE Programs Only)**

Insert labor market data table(s):

- a. Provide an analysis of the labor market data. (CTE Programs Only)

--

- b. Consult WHCC Institution-Set Standards. Compare target Job Placement Rates and Licensure Examination Pass Rates with your program’s rates, as applicable. Describe strategies you have taken to achieve these rates, and any improvements you plan to implement to increase program rates in these areas. (CTE Programs Only)

--

**E. Student Learning Outcomes (SLO) Assessment**

- a. Provide the Program Student Learning Outcome (PSLO) assessment data:

	PSLO Results of Assessment – DURING PROGRAM REVIEW
--	--

	Summarize the assessment results of all courses in the program. What does the data tell you about student learning in this program?
<b>P1</b>	SLO:
	Courses:
	Results:
	Modification:
<b>P2</b>	SLO:
	Courses:
	Results:
	Modification:
<b>P3</b>	SLO:
	Courses:
	Results:
	Modification:
<b>P4</b>	SLO:
	Courses:
	Results:
	Modification:
<b>P5</b>	SLO:
	Courses:
	Results:
	Modification:
<b>P6</b>	SLO:
	Courses:
	Results:
	Modification:

- b. Provide a brief analysis of the student performance data on the PSLOs. Does the data match departmental expectations? List any improvements/modifications to be implemented in order to achieve/improve the PSLOs.

--

- c. Review your current PSLO and SLO assessment cycle and summarize improvements or changes to be implemented (Curriculum changes, technology, different rubric/tool?).

--

**F. Program Personnel**

Insert “Faculty Headcount”, “FTEF Totals” data tables from the Faculty Data packet:

- a. Explain how the faculty information noted above is affecting the department’s ability to achieve its mission and/or objectives.

### III. CURRICULUM ANALYSIS

A. List the program's current degrees, certificates, and individual courses.

B. Provide departmental plans to bring courses into compliance with the 5-year cycle of review. If the department is compliant, please state that.

C. Provide departmental plans to either inactivate or teach each course not taught in the last two years.

D. Does the College Catalog and website accurately display the descriptions and requirements of all the courses and educational awards (degrees/certificates) overseen by this program? If not, please describe the department's plans to correct Catalog information.

E. Are there plans for new courses or educational awards (degrees/certificates) in this program? If so, please describe the new course(s) or award(s) intended for creation.

a. What needs or rationale support this action, and when will these items be submitted to the Curriculum Committee?

### V. GOALS FOR PROGRAM IMPROVEMENT

List your program's major goals that align with West Hills College Coalinga's Core goals (C), Student Success goals (SS), Student Equity goals (SE), WHCCD Strategic Goals / Key Performance Indicators (KPI), and Program Student Learning Outcomes (PSLO) for the next 2

**years (Career Technical Education programs) and 4 years (Instructional programs). Add new rows as needed.**

**WHCC Core Goals:**

1. Improve success, retention and persistence of all students by improving transfer rates and the number of certificate and degree awarded.
2. Increase enrollment by recruiting students locally and internationally via responding directly to the current and projected demographic and global economic trends.
3. Support and strengthen Career Technical Programs through research and sustained interaction with the business community.
4. Develop new and strengthen existing external collaborative relationships and partnerships.
5. Advance a learning college culture that promotes a passion for learning, builds leadership and civic engagement across all stakeholder groups.
6. Provide new and expanded opportunities for faculty and staff development which support an atmosphere of excellence in academic and student support services.

**WHCC Student Success/Student Equity Goals:**

1. To increase access to underrepresented students from the communities served by WHCC with a focus on our vocational education, certificates, and degree programs.
2. To increase the course completion rates of underrepresented students using campus-based research to improve programs and services that enhance student learning and success.
3. To increase the course completion rates of students who enroll in basic skills courses in an effort to support their progress to degree applicable courses.
4. To increase at a proportional rate, the number of degree and certificates attained, particularly in the identified underrepresented groups.
5. To achieve “proportional” transfer increases to 4-year institutions of WHCC students, particularly from the underrepresented groups.

**WHCCD Strategic Goals / Key Performance Indicators (KPI):**

1. Promote and increase student success, emphasizing educational planning, basic skills and timely completion.
2. Strengthen the District’s fiscal position by pursuing resource development and increased efficiency while meeting FTES targets.
3. Maximize access to programs and services throughout the region, focusing on all segments of the adult population.
4. Through the use of technology, increase access to educational programs and services that contributes to student success and strengthen the economic, social, and cultural life of its diverse community.
5. Increase and coordinate Workforce and Economic Development activities that are designed to meet the needs of employers and improve student employment and success in Career and Technical Education programs.

#	GOAL	ALIGNMENT				ACTIVITY/METHOD	OUTCOME MEASURES
		C	SS/SE	KPI	PSLO		
1							
2							
3							

**VI. RESOURCE NEEDS**

List in order of priority all significant resources needed to achieve the goals shown in the preceding table, including faculty, staff, staff development, information technology, equipment, supplies, and facilities. Every request for additional resource must support at least one objective. This will be brought forward to the Budget Resource Committee for review.

**Also, list any resources required to implement planned improvements noted in your previous statements.**

	Type*	Goal Alignment	PSLO Alignment	KPI Alignment	Resource Required	Rationale**	Estimated Cost	Alternative Funding***
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Type\*: Indicate type of resource needed (e.g. faculty, staffing, equipment, information technology, supplies, facilities, and staff development).

Rationale\*\*: For each resource listed, enter the reason(s) the resource is needed to achieve the goal. Add new rows for more resources as required.

Alternative Funding\*\*\*: For each resource listed indicate alternate funding options (e.g. Basic Skills, Grant, Student Equity, SSSP, or other).

**VII. OUTREACH ACTIVITIES**

**A. Discuss any activities or projects you have undertaken with other educational institutions (high schools, colleges or universities), the community and/or business/industry. Describe any new outreach activities that you are considering.**

**VIII. OTHER**

**A. Provide evidence that staff members are staying current with respective programs and instructional methodologies.**

**B. Include any additional relevant information you would like to share about your program.**

--

Approved by Program Review Committee: 10/18/17  
Approved by College Planning Council: 10/20/17