|  |  |
| --- | --- |
| **PROGRAM NAME:** Click or tap here to enter text. | **AUTHORING TEAM CONTACT:** Click or tap here to enter text. |
| **PHONE:** Click or tap here to enter text. | **E-MAIL:** Click or tap here to enter text. |

Executive Summary (complete this section last)

**Briefly summarize the topics that are addressed in this program review, including areas of strengths and areas of concern.**

Click or tap here to enter text.

1. **Program and Its Context**
2. **Describe the program, its relationship to the college, and the community it serves.**

Click or tap here to enter text.

1. **Describe the following points as applicable:**
2. **Program’s purpose**

Click or tap here to enter text.

**If the program has a purpose/mission statement, upload it in section I.B.1. of the Appendix.**

1. **Program’s learning outcomes and marketable skills**

Click or tap here to enter text.

**Upload the program’s Program Outcomes and Course Alignment (POCA) document in section I.B.2. of the Appendix.**

1. **Whom the program serves**

Click or tap here to enter text.

1. **Degree paths program prepares graduates to enter**

Click or tap here to enter text.

1. **Regulatory standards program must meet, if applicable (e.g., THECB, Workforce, external accreditation)**

Click or tap here to enter text.

1. **Program Relationship to College Mission and Strategic Plan**
2. **Explain with evidence how the program supports the College’s mission statement: “Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.”**

Click or tap here to enter text.

1. **Explain with evidence how the program supports the College’s strategic plan (2020–2025 Strategic Plan).**

Click or tap here to enter text.

1. **Program Relationship to Student Demand**
2. **Describe with evidence student demand for program awards (degrees and certificates).**

Click or tap here to enter text.

1. **Upload the current Institutional Research Office (IRO) tables of program enrollment data, unduplicated and duplicated, for each of the last five years in section III.B. of the Appendix.**
2. **What does the program’s enrollment pattern over the past 5 years, if unaltered, suggest for the future? Explain.**

Click or tap here to enter text.

1. **What plans, if any, does the program have for changing its enrollment pattern?**

Click or tap here to enter text.

1. **Describe any actions taken to identify and support students enrolled in program-required courses early in the degree plan. Are there any specific supports for a diverse student population? If no actions are taken at present, please develop and describe a plan to do so.**

Click or tap here to enter text.

1. **Discuss program enrollment by gender, race, and ethnicity compared to Collin College’s overall student demographics. How does the program attract (or plan to attract) a diverse student population? What does the demographic and enrollment evidence suggest about the program?**

Click or tap here to enter text.

1. **Marketable Skills**
2. **State the program’s marketable skills as they appear in the current *Collin College Catalog*.**

Click or tap here to enter text.

1. **Discuss the evidence indicating that the program teaches these marketable skills.**

Click or tap here to enter text.

1. **What foundational skills and knowledge do employers say they want?**

Click or tap here to enter text.

1. **Provide evidence from national, state, and/or local employer surveys, studies, editorials, and other sources that identify current employer expectations for baccalaureate graduates in program-related fields.**

Click or tap here to enter text.

1. **Effectiveness of Curriculum**
2. **Describe with evidence any curricular barriers to program completion.**

Click or tap here to enter text.

1. **Regarding Field-of-Study (FOS) courses, which are defined by the state, describe with evidence any curricular barriers to program completion and transfer pathways. If the program does not have FOS courses, please so state.**

Click or tap here to enter text.

1. **Regarding Core courses, do all course options have sufficient enrollment to continue their inclusion in Core?**

Click or tap here to enter text.

1. **Regarding Core and FOS certificates, what steps can be taken to improve course completion/success rates, course enrollment, and scheduling frequencies for specific courses?**

Click or tap here to enter text.

1. **Upload the current Institutional Research Office (IRO) table of course completion and success rates in section V.A.4. of the Appendix.**

**Identify and discuss all courses that have a completion rate below 78% (Carl Perkins’ standard).**

Click or tap here to enter text.

1. **Using assessment evidence and instructor observations, identify the student learning outcomes that are the greatest challenges for students. Identify any additional barriers to student success.**

Click or tap here to enter text.

1. **Indicate whether the Texas Higher Education Coordinating Board (THECB) Completers Standard (average 25 completers over the last 5 years or an average of at least 5 completers per year) has been met.**
2. **State the number of completers over the last 5 years:** Click or tap here to enter text.
3. **If the average number of completers is below the stated standard, describe a plan for raising the number of completers by addressing barriers to completion and/or by increasing the number of students enrolled in the program.**

Click or tap here to enter text.

1. **For any required program courses where there is a pattern of low enrollment (averaging fewer than 15 students), explain the program’s plan to grow enrollment.**

Click or tap here to enter text.

1. **Make a case with evidence that the program is well managed.**

Click or tap here to enter text.

1. **Examine the current Institutional Research Office (IRO) table of average section size of program courses and draw conclusions from the data.**

Click or tap here to enter text.

**Upload the current IRO table of average section size of program courses in section V.D.1. of the Appendix.**

1. **Examine the current IRO table of grade distributions of program courses and draw conclusions from the data. For any courses that have a success rate below 75%, explain the instructional and other intervention(s) that might improve success rates for each identified course.**

**Upload the current Institutional Research Office (IRO) table of grade distributions of program courses in section V.D.2. of the Appendix.**

1. **Insert data pertaining to the program from last Fall’s End-of-Term Full-Time/Part-Time Faculty Contact Hour Report here:**

Click or tap here to copy and paste text.

1. **What evidence do you have that students are satisfied with the program? What kinds of complaints do program students make to the associate dean?**

Click or tap here to enter text.

1. **Effectiveness of Program Communications**
2. **Describe with evidence how the program literature and electronic sites are current, including accurately representing the program and supporting the program’s recruitment plan, retention plan, and completion plan.**

Click or tap here to enter text.

1. **Describe how the program solicits student feedback regarding its website and literature and how the program incorporates that feedback to make improvements.**

Click or tap here to enter text.

1. **Describe how the program ensures that students are informed/aware of program literature. Is program literature made accessible to all students (i.e., can they obtain the information they need)?**

Click or tap here to enter text.

1. **Identify who is responsible for monitoring and maintaining the program’s website, and describe the processes in place to ensure that information is current, accurate, relevant, and available.**

Click or tap here to enter text.

1. **In the Program Literature Review Table, document that the elements of information listed on the website and in brochures (current academic calendars, grading policies, course syllabi, program handouts, program tuition costs and additional fees, description of articulation agreements, availability of courses and awards, and local job demand in related fields) were verified for currency, accuracy, and relevance and were readily available to students and the public.**

**Upload the completed Program Literature Review Table in section VI.B. of the Appendix.**

1. **Effectiveness of Program Stakeholder Resources and Partnerships**

**In the Program Stakeholder Resources and Partnerships Table, list any list any business, industry, government, college, university, community, and/or consultant partnerships, including internal Collin departments, to advance the program outcomes.**

**Upload the completed Program Stakeholder Resources and Partnerships Table in section VII. of the Appendix.**

1. **Professional Development**

**In the Employee Resources Table, provide a list of professional development activities of program faculty/staff since the last program review.**

**Upload the completed Employee Resources Table in section VIII. of the Appendix.**

1. **Facilities, Equipment, and Funding (Optional)**

**NOTE: Respond to section IX only if the program is requesting improved resources.**

1. **Provide evidence regarding current deficiencies or potential deficiencies related to infrastructure (e.g., technology), facilities, equipment, maintenance, replacement, plans, or budgets that pose important barriers to the program or student success.**

Click or tap here to enter text.

1. **If any current or potential deficiencies exist, complete the resource tables below to supportyour narrative.**
   * + 1. **Facilities Resources Table**

**Upload the completed Facilities Resources Table in section IX.B.1. of the Appendix.**

* + - 1. **Equipment/Technology Table ($5,000 or More)**

**Upload the completed Equipment/Technology Table ($5,000 or More) in section IX.B.2. of the Appendix.**

* + - 1. **Financial Resources Table**

**Upload the completed Financial Resources Table in section IX.B.3. of the Appendix.**

1. **Continuous Improvement Plan (CIP)**
2. **Upload the program’s previous CIP tables in section X.A. of the Appendix.**

**In addition, e-mail the program’s previous CIP tables to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Describe how the program used its last Continuous Improvement Plan (CIP) to make the following improvements to the program over the past 4 years:**
2. **Program Learning Outcomes/Program Competencies**

Click or tap here to enter text.

1. **Overall improvements to the program**

Click or tap here to enter text.

1. **Evaluation of CIP Success**

**Based on the information, analysis, and discussion that have been presented in sections I–X of this program review, summarize the strengths and weaknesses of the program. Describe specific actions the faculty intends to take to capitalize on the strengths, mitigate the weaknesses, and improve student success and program learning outcomes.** **Provide the rationale for the expected outcomes chosen for the CIP(s).**

Click or tap here to enter text.

**XII. New CIP Tables**

**Within the context of the information gleaned in this review process and any other relevant data, identify program priorities for the next two years, including at least one program learning outcome (or program competency), and focus on these priorities to formulate the program’s new CIP. The program may also add short-term administrative, technological, assessment, resource, or professional development outcomes as needed.**

1. **Complete the CIP Outcomes, Measures & Targets Table. Choose 1 to 2 outcomes from the table to focus on over the next two years.**

**Upload the completed CIP Outcomes, Measures & Targets Table in section XII.A. of the Appendix.**

**In addition, e-mail the completed CIP Outcomes, Measures & Targets Table to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Complete boxes A, B, C, and D of the CIP Outcomes 1 & 2 Table.**

**Upload the completed CIP Outcomes 1 & 2 Table in section XII.B. of the Appendix.**

**In addition, e-mail the completed CIP Outcomes, Measures & Targets Table to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

* + - * 1. **Program Learning Outcomes (PLOs)**

1. **Upload the program’s most recent Program Assessment Data Report in section XIII.A. of the Appendix.**

**In addition, e-mail the program’s most recent Program Assessment Data Report to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Describe how the program used the Assessment Plan in the program’s Program Outcomes and Course Alignment (POCA) document to make the following improvements to the program:**
2. **Program Learning Outcomes/Program Competencies**

Click or tap here to enter text.

1. **Overall improvements to the program**

Click or tap here to enter text.