



ALAMO  
COLLEGES

PALO ALTO COLLEGE

**PROGRAM REVIEW**  
**Academic Programs-Arts & Sciences**

[Unit Name]

2017-18 through 2021-22

Submitted 2022-23

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*[Name(s)], Program Review Team*  
*[Name], Department Chair*  
*[Name], Dean*

*[Month, Year submitted]*

# PROGRAM REVIEW SIGNATURE PAGE-Academic Programs

(Please place as first page of the Program Review)

\_\_\_\_\_  
Program

\_\_\_\_\_  
Department

***We the undersigned have prepared this report and have read it in its entirety:***

\_\_\_\_\_  
Program Review Team Member

\_\_\_\_\_  
Program Review Team Member

\_\_\_\_\_  
Program Review Team Member

\_\_\_\_\_  
Program Review Team Member

\_\_\_\_\_  
Program Review Team Leader

Program Review Committee Members

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Chair of College Program Review Committee

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

## **Program Review Summary by Chair**

From the perspective of the Chair, please provide a brief overview of the program including relevant data trends. Please highlight significant accomplishments and primary issues for this program. Also provide your perspective on: 1) the accomplishments under the previous action plan, 2) the new program goals, and 3) the new action plan. Please limit this section to a single page.

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## Program Review Summary

To be completed by the chair of the Program Review Discipline Team. Write a one-page summary that concisely describes the program, indicates what you believe to be relevant data trends (i.e. enrollment trends, PGR, Graduation rates, etc.), and highlights accomplishments and opportunities for improvement. Conclude the summary by succinctly discussing the program's five-year goals and action plan. Please limit this section to a single page.

## Discipline/Program Overview

Provide a general understanding of the mission and history of the discipline/ program as well as the current state of the discipline or program. Please limit overview to three pages.

### Program Mission

What is the mission of the discipline/program? (Your Program Mission is listed with your Unit Plans which can be accessed on Alamoshare → PAC → Institutional Research → Unit Planning /Previous Unit Plans.)

### Support of the Palo Alto College Strategic Plan

How does your discipline/program and offerings contribute to the College's Strategic Goals? The PAC Strategic Plan is located in the *About Us* section of the Palo Alto College website. [Click here for direct link.](#)

To demonstrate measurable impact to Palo Alto College outcomes, refer to our current Key Performance Indicators as summarized in the [President's Performance Protocol](#).

### Role and Purpose of the Discipline/Program

Are these courses serving students seeking a degree or certificate; what awards are associated with this program? Do these courses serve as part of the core curriculum? Are students taking these courses preparing to enter the workforce or preparing for transfer?

### History of the Discipline/Program

Include a brief discussion of relevant historical information that includes changes over the past 5 years in scope, delivery methods, staffing, etc.

### Partnerships

For A.A.S. programs, discuss the extent to which the program cooperates or partners with business and professional or community organizations. Consider joint use of facilities, articulation agreements, and advisory committee support. Identify advisory committee members with titles/affiliations; note when the advisory committee has met, and how the committee is used.

For transfer disciplines and the AAT, consider the breadth of existing articulation agreements. Consider any collaboration that exists with transfer institution faculty and staff, students' opportunities for practicums, internships, or other co- and extra-curricular activities.

## Discipline/Program Assessment

This section of the Program Review provides a more detailed assessment of the program results and resources.

Please limit discipline/program assessment to ten pages; use appendices for additional information.

### Curriculum

#### 1. Transfer Disciplines, AAT, and AAS (with Certificates) with Associated Degrees:

**AAS programs:** Describe the career focus for the AAS and for each certificate. Please provide the articulation partners for the AAS. Describe any changes in program requirements during the program review period. Please provide in an appendix the course requirements/hours required for each certificate and AAS from the catalog during the last year of the review cycle.

**Transfer Disciplines and AAT:** Describe any changes in the discipline or AAT requirements during the program review period. Please list all articulation partners for your discipline/AAT. Please provide in an appendix the advising guides in place during the last year of this review cycle. For the AAT, please also provide the degree plan.

<b>Degree Plan Information</b>
<b>Degree Plan Title:</b>
<b>Degree Plan Description:</b>
<b>Degree Plan Requirements:</b>
<b>Total hours: ____</b>

#### 2. Student Learning Outcomes:

Describe how SLOs are determined, aligned, and assessed for the courses in your program or discipline. Please also describe how program SLO's have been chosen and how course SLO's are aligned with program SLO's.

Please provide and discuss the results of your assessment of program SLO's over this period of review; how have the program SLO assessment action plans affected student success within your program?

<b>[Program Name] Program Learning Outcomes</b>
[List Program Learning Outcomes Here]

<b>[Program Name] Courses with Student Learning Outcomes</b>		
<p>Provide the course and SLO information in the following template (copy/past the template as necessary) for each course offered in the program</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #cccccc; text-align: center;"><b>[Course Name]</b></td> </tr> <tr> <td style="padding: 5px;">           Semester Hours            Credit: [# of hours]            Lecture: [# of hours]            Lab: [# of hours]             Course Description:             Course Student Learning Outcomes:         </td> </tr> </table>	<b>[Course Name]</b>	Semester Hours Credit: [# of hours] Lecture: [# of hours] Lab: [# of hours]  Course Description:  Course Student Learning Outcomes:
<b>[Course Name]</b>		
Semester Hours Credit: [# of hours] Lecture: [# of hours] Lab: [# of hours]  Course Description:  Course Student Learning Outcomes:		

- 3. Curricular Review:** Describe the process used to review and improve the curriculum within your program or discipline. Please highlight changes/improvements that were made based on the results of assessment.



## Discipline/Program Success

All data for Enrollment and Student Success can be located by clicking on this underlined PAC IR PPM link: [Palomino Performance Metrics](#). A summary of data for your discipline/program has been added to the appendix of this document.

1. **Enrollment:** For your discipline/program, please review **enrollment**, **contact hours**, and **average class size** over the past five years: report and analyze trends in these figures, consider reasons contributing to these trends, discuss the impact on the discipline/program and the college, and consider possible future trends. For workforce programs, also provide and discuss trends in placement rates.

**ENROLLMENT:** For your program consider the **enrollment** over the past five years: report and analyze trends in these figures, consider reasons behind these trends, discuss impact on the program and college, and consider future trends.

Academic Year	Fall	Spring	Summer	Total	% Change from previous year
2017-18					
2018-19					
2019-20					
2020-21					
2021-22					

Note: Data obtained from the Palomino Performance Metrics Enrollment by Course Dashboard

**Data Analysis:**

**CONTACT HOURS:** For your program consider the **contact hours** over the past five years: report and analyze trends in these figures, consider reasons behind these trends, discuss impact on the program and college, and consider future trends.

Academic Year	Fall	Spring	Summer	Total	% Change from previous year
2017-18					
2018-19					
2019-20					
2020-21					
2021-22					

Note: Data obtained from the Palomino Performance Metrics Funded Contact Hours Dashboard

**Evaluation:**

**AVERAGE CLASS SIZE:** For your program consider the **average class size** over the past five years: report and analyze trends in these figures, consider reasons behind these trends, discuss impact on the program and college, and consider future trends.

Academic Year	Average Class Size	% Change from previous year
2017-18		
2018-19		
2019-20		
2020-21		
2021-22		

Note: Data obtained from the Palomino Performance Metrics Average Class Size & Faculty Ratio Dashboard

**Evaluation:**

2. **Student Success:** Please review **PGR, high risk courses** (PGR under 70%), **within course retention** (also referred to as **Course Completion Rate**), **majors**, and **graduates**. Analyze and report trends for these data over the past five years, factors contributing to those trends, the impact on the program and the college, and consider possible future trends.

**SUCCESS AND FAILURE RATES:** For **PGR**, Course Completion, Failure Rate, and Withdraw rates, analyze and report trends over the past five years, factors contributing to those trends, impact on program and college, and consider possible future trends.

Year	Term	Enrollment	Productive Grade Rate	Failure Rate
2017-18	Fall			
	Spring			
2018-19	Fall			
	Spring			
2019-20	Fall			
	Spring			
2020-21	Fall			
	Spring			
2021-22	Fall			
	Spring			
	<b>Average</b>			

Note: Data obtained from the Palomino Performance Metrics Course Performance Dashboard

**Evaluation:**

**COURSE COMPLETION AND WITHDRAWAL RATE:** For **Course Completion Rates and Withdrawal Rates**, analyze and report trends over the past five years, factors contributing to those trends, impact on program and college, and consider possible future trends.

Year	Term	Enrollment	Course Completion	Withdrawal Rate
2017-18	Fall			
	Spring			
2018-19	Fall			
	Spring			
2019-20	Fall			
	Spring			
2020-21	Fall			
	Spring			
2021-22	Fall			
	Spring			
	<b>Average</b>			

Note: Data obtained from the Palomino Performance Metrics Course Performance Dashboard

**Evaluation:**

**HIGH CHALLENGE COURSES (if applicable):** In the chart below, please list all **High Challenge Courses in your discipline**. For all High Challenge Courses in your discipline, analyze and report trends over the past five years, factors contributing to those trends, impact on program and college, and consider possible future trends. In the appendix to this report, please provide all High Challenge Course Action Plans for the courses listed below for the past 5 years.

Academic Year	Fall Semester	Spring Semester
2017-18		
2018-19		
2019-20		
2020-21		
2021-22		

Note: Data obtained from the Palomino Performance Metrics Course Performance Dashboard and High Challenge Course Dashboard

**Evaluation:**

- 3. Student Evaluations:** Report and analyze trends in student evaluations; if other sources of student feedback are available, include those results in your discussion.

The following table gives the Discipline Summary Average score for each semester under review:

Semester	Summary Average
Fall 2017	
Spring 2018	
Fall 2018	
Spring 2019	
Fall 2019	
Spring 2020	
Fall 2020	
Spring 2021	
Fall 2021	
Spring 2022	

**Evaluation:**

### Faculty Review

- 1. Profile of Full-Time Faculty:** Provide in an appendix a summary of the professional development activities and service activities full-time faculty have participated in during the program review period. Provide a brief narrative of these activities over the period of review.

The [Discipline/Program Name] consists of the following Faculty members. Faculty profiles have been complete by each faculty member and can be found in the appendix.

Name	Rank	Years Employed	Page of Faculty Profile

Each discipline/program faculty member has provided the following information in their profile:

Faculty member name
Qualifications (Education and Relevant Work Experience)
Departmental, college, and/or district service (e.g. committees, councils, school activities/organizations)
Professional development activities: (e.g. conferences/seminars attended, publications, presentations, curricula and/or course development, Faculty Development participation)
Professional honors received or offices held
Professional memberships
Activities not covered (e.g. community activities, etc.)

#### Evaluation:

- 2. Adjunct faculty:** Report and analyze trends in FT/PT ratio, number of adjuncts employed, number of full-time faculty and full-time temps employed, and availability of adjunct faculty in your discipline or program. Describe support and professional development offered to adjunct faculty and requirement of adjunct faculty.

The following table provides the number of full-time and part-time faculty members in the [Program Name] Department over the past six fall semesters:

Semester	Total # of Sections	Full-Time		Part-Time	
		Total	Percent	Total	Percent
Fall 2017					
Fall 2018					
Fall 2019					
Fall 2020					
Fall 2021					

Note: The number of sections taught by 'Full-Time' faculty includes the number of sections taught as part of the faculty members 'load'. The number of sections taught by 'Part-Time' faculty includes the number of sections taught by adjuncts, full-time temporary faculty, and full-time faculty teaching overloads.

The following table provides the number of full-time and part-time faculty members in the [\_\_\_\_\_ Discipline or Program Name] over the past six fall semesters:

Semester	Full-Time Total	Part-Time Total
Fall 2017		
Fall 2018		
Fall 2019		
Fall 2020		
Fall 2021		

**Evaluation:**



## Discipline/Program Review and Unit Planning Alignment

Previous discipline/program review reports and unit plans are housed in your department office. Consider the goals and action plan written for the previous discipline/program review report. How much progress has the discipline or program made toward each of these goals? How was the action plan implemented through each successive unit plan; how was the action plan altered by time and circumstances? How did the unit plans and the last discipline/program review serve to improve your outcomes?

### **[Discipline or Program Name] Unit Goals from 2017 – 2022 and Follow-up Action Plan from 2012-2017 Program Review**

The following are the Unit Goals for [Discipline/Program Name] over the five-year period under review.

#### **2017 – 2018 Unit Goals in [Discipline/Program Name]**

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#### **2018 – 2019 Unit Goals in [Discipline/Program Name]**

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#### **2019 – 2020 Unit Goals in [Discipline/Program Name]**

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#### **2020 – 2021 Unit Goals in [Discipline/Program Name]**

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**2021 – 2022 Unit Goals in [Discipline/Program Name]**

The following is the “Follow-up Action Plan” from our 2012-2017 program review in [Program Name]:

**Follow-up Action Plan from 2012-2017 [Discipline/Program Name] Program Review**

**Evaluation:**

## SWOT (Strengths, Weaknesses, Opportunities, and Threats)

Based on the analysis of the past five years, what are the discipline's or program's existing strengths and weaknesses, what are the opportunities to improve or strengthen, and what are the existing or impending threats?

**Strengths:**

**Weaknesses:**

**Opportunities**

**Threats**

## Discipline/Program Review Outcomes and Conclusions

- 1. Recommendations and Five-Year Goals:** This discipline/program review should produce a set of recommendations and a set of goals for the next five years. Progress toward these goals will be reflected in each of the next five annual unit plans. Describe these recommendations and goals here.
- 2. Five-Year Action Plan:** The five-year action plan should outline the steps that will be taken to reach the newly established goals. These, too, will be reflected in each of the five subsequent unit plans.

## **Faculty Profile(s):**

**Discipline/Program Review Full-Time Faculty Profile  
Fall 17- Spring 22**

**Faculty Member Name:** \_\_\_\_\_

**Qualifications:**

**Education:**

**Relevant work experience:**

**Please summarize the following for the academic years 2017-2018 through 2021-2022**

- 1. List departmental, college, and/or district service (e.g. committees, councils, school activities/organizations)**
- 2. List professional development activities: (e.g. conferences/seminars attended, publications, presentations, curricula and/or course development, Faculty Development participation)**
- 3. List professional honors received or offices held:**
- 4. List professional memberships:**
- 5. Other activities not covered (e.g. community activities, etc.)**

**High Challenge Course Action Plan for Fall 2022 (EXAMPLE – Please provide previously complete Action Plans)**

Course Name &amp; Number: \_\_\_\_\_

**History of PGR & Course Completion Averages for Fall sections:**

<i>Semester/Year</i>	<i>PGR</i>	<i>Course Completion Rate (within Semester)</i>
Fall 2016		
Fall 2017		
Fall 2018		
Fall 2019		
Fall 2020		

**Disaggregated by student type:**

<b>Student Type</b>	<b>PGR Fall 2017</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Fall 2021</b>
<b>Transfer</b>					
<b>Continuing</b>					
<b>FTIC</b>					
<b>Dual Credit</b>					

**Disaggregated by instructional method:**

<b>Instructional</b>	<b>PGR Fall 2017</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Fall 2021</b>
<b>Face-to-face</b>					
<b>Fully Online</b>					
<b>Hybrid</b>					

Semester of Implementation: \_\_\_\_\_

1. Assessment of Precious Semester's Action Plan:2. The Action Plan:

(For example, this could include professional development, curricular changes, pedagogical changes, student academic support changes, etc.)

3. Rationale for Plan:

(Include how this plan interfaces with any previous action plans for this course.)

\_\_\_\_\_  
Chair\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Lead Faculty

Date

**History of PGR & Course Completion Averages for Spring sections:**

<i>Semester/Year</i>	<i>PGR</i>	<i>Course Completion (within Semester)</i>
Spring 2018		
Spring 2019		
Spring 2020		
Spring 2021		
Spring 2022		

**Disaggregated by student type:**

<b>Student Type</b>	<b>PGR Sp. 2018</b>	<b>Spring 2019</b>	<b>Spring 2020</b>	<b>Spring 2021</b>	<b>Spring 2022</b>
<b>Transfer</b>					
<b>Continuing</b>					
<b>FTIC</b>					
<b>Dual Credit</b>					

**Disaggregated by instructional method:**

<b>Instructional</b>	<b>PGR Sp. 2018</b>	<b>Spring 2019</b>	<b>Spring 2020</b>	<b>Spring 2021</b>	<b>Spring 2022</b>
<b>Face-to-face</b>					
<b>Fully Online</b>					
<b>Hybrid</b>					

Semester of Implementation: \_\_\_\_\_

1. Assessment of Precious Semester's Action Plan:2. The Action Plan:

(For example, this could include professional development, curricular changes, pedagogical changes, student academic support changes, etc.)

3. Rationale for Plan:

(Include how this plan interfaces with any previous action plans for this course.)

\_\_\_\_\_  
Chair\_\_\_\_\_  
Date\_\_\_\_\_  
Lead Faculty\_\_\_\_\_  
Date