

## Academic Affairs Program Review Self Study

<b>Name of Program:</b>	
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### 1. Mission

- a. **College Mission:** *“Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.”*

Check the boxes which best describe how your program supports the college’s mission.

- Transfer to a four-year university
  - Courses meet MPC AA/AS GE requirements
  - Courses meet IGETC/CSU GE requirements
  - Program supports four-year lower division requirements
- Develops occupational skills
  - Program offers MPC Certificate and/or degree
  - Program influenced by advisory committee reports/recommendations
  - Program need evident through labor market information
- Supports students’ development of basic skills
- Supports life-long learning

- b. **Program Mission:** What is your program’s mission statement? Please explain how the program’s mission relates to the mission of MPC.

<b>Program mission</b>	
<b>Mission’s relationship to college mission</b>	

- c. **PROGRAM IMPROVEMENT PLAN:** Identify any plans your program has to change or revise its mission.

<b>Plan</b>	
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### 2. Program Overview

- a. Printed below are the courses contained in the MPC catalog, the frequency of these offerings, and the number of sections offered for the past five years. Provide a brief narrative explaining what this information indicates about the health of the program and how the program meets its mission.

	Fall 04	Spr 05	Sum 05	Fall 05	Spr 06	Sum 06	Fall 06	Spr 07	Sum 07	Fall 07	Spr 08	Sum 08	Fall 08	Spr 09	Sum 09
<b>TOTALS</b>															
<b>Comments:</b>															

- b. Using the following information, comment on the scheduling of your courses or delivery of services as they apply to your program.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00 pm							
12:30							
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4:30							
5:00							

5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
<b>Comments:</b>							

i. **If your program offers one or more majors or certificates, can a student complete the majors or certificates in the amount of time published in the catalog?**

- Yes.  
 No.

<b>Comments:</b>	
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ii. **Does the scheduling pattern you use meet the diverse needs of students?**

- Yes.  
 No.

<b>Comments:</b>	
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b. **PROGRAM IMPROVEMENT PLAN: Identify any plans your program has to:**

- Add or delete courses from catalog.**

<b>Courses to be added:</b>	
<b>Courses to be deleted:</b>	

- Revise scheduling of courses**

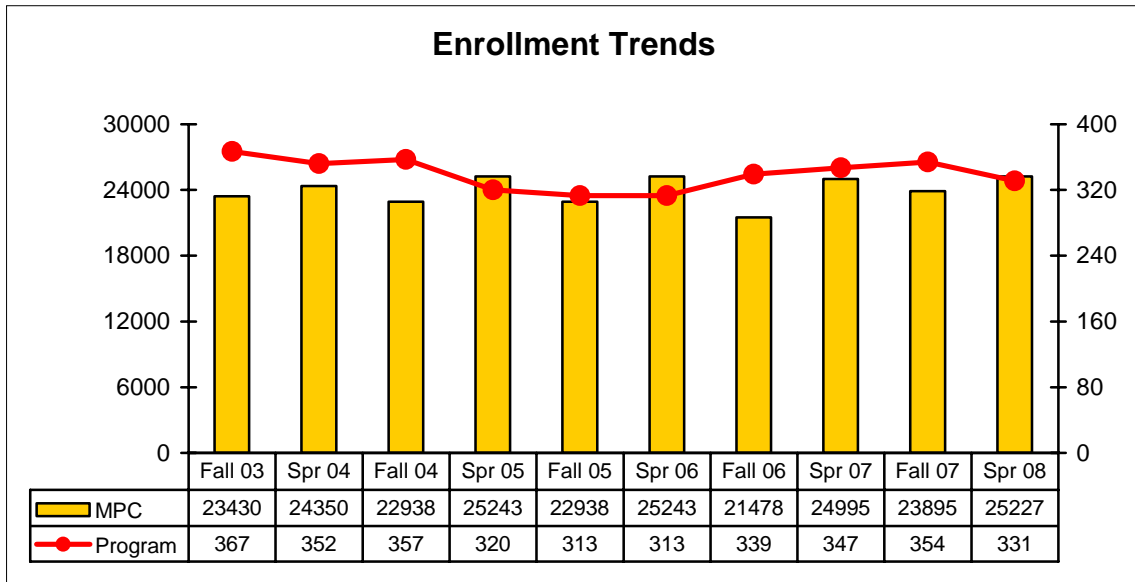
<b>Revision plans:</b>	
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- Provide other avenues for course offerings (distance ed, late start classes, off-campus, etc.)**

<b>Other avenues:</b>	
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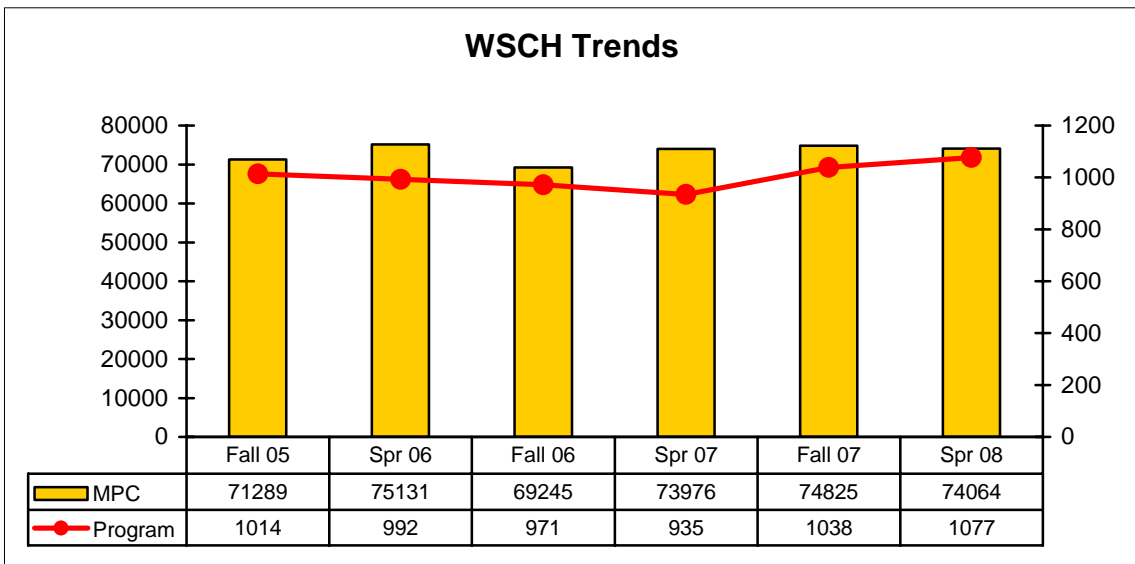
### 3. Program Profile

- a. Printed are 5 year enrollment trends for this program and for the college. Explain significant increases or decreases in your program in relation to the college.



**Comments:**

- b. Printed are the WSCH (Weekly Student Contact Hours) for the college and your program over the past 5 years. Comment on any fluctuations that may have occurred to explain any differences.



**Comments:**

- c. Printed are the FTES and FTE for your program, as well as the college's and your program's ratios between FTES and FTE. Comment on any fluctuations that may have occurred.

	Fall 05	Spr 06	Fall 06	Sp 07	Fall 07	Spr 08
FTES						
FTE						
Program FTES/FTE						
College FTES/FTE						
Comments						

d. Printed are the gender and ethnicity percentages of this program and the college for the most recent academic year. Address any significant differences between your program and the college.

	Fall 05		Spr 06		Fall 06		Spr 07		Fall 07		Spr 08	
	M	F	M	F	M	F	M	F	M	F	M	F
MPC												
Program												

	F 05		S 06		F 06		S 07		F07		S 08	
	MPC	Pr.	MPC	Pr.	MPC	Pr.	MPC	Pr.	MPC	Pr.	MPC	Pr.
White												
AfAm												
Asian*												
Latino												
Other												
Decline												

Comments:

e. Explain how external factors (e.g. state budget, local economy, local job market, Education Center at Marina, changes in technology, similar program or service at neighboring institutions) influence your program, and describe any measures that have been taken to respond to these factors.

External factors

f. Describe how your program coordinates with other programs on campus and how improved coordination could enhance institutional effectiveness.

Program coordination

g. Describe your program's involvement with the community through recruitment, articulation, partnerships, facilitation of advisory committee meetings and/or collaboration with business, government, private agencies, or educational institutions.

Community involvement	
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**h. If there are any other measures or considerations you would like to include regarding your program's profile, please explain.**

Other considerations	
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**i. PROGRAM IMPROVEMENT PLAN (If any boxes checked, describe plans):**

Identify any plans your program has to:	Details
<input type="checkbox"/> Improve overall enrollment.	
<input type="checkbox"/> Improve FTES/FTE ratio.	
<input type="checkbox"/> Improve ratio of full-time to part-time FTE.	
<input type="checkbox"/> Increase enrollment of underrepresented groups.	
<input type="checkbox"/> Improve coordination with other programs on campus.	
<input type="checkbox"/> Improve involvement with the community.	

**4. Student Learning**

**a. What delivery modes are used in your program?**

- Traditional classroom
- Distance learning
- Lab
- Other:

**b. Indicate how often your faculty and staff refer students to the following services. (Completing the Faculty/Staff Satisfaction survey will provide data for this question.)**

	Often	Sometimes	Rarely	Never
Academic Support Center (Tutoring)				
Admissions & Records				
Assessment Center (for ENGL/ESL/MATH placement)				
Business Skills Center				
Counseling				
English & Study Skills Center				
Information Services (College Center)				
Library & Technology Center				

Math Lab				
Reading Center				
Supportive Services & Instruction				
Career/Transfer Center				
Child Development Center				
Cooperative Work Experience				
Extended Opportunity Programs & Services (EOPS)				
Job Placement				
Student Financial Services				
Student Health/Psychological Services				
Women's Programs/Re-Entry & Cultural Center				
Other:				

**c. Student Learning Outcomes**

**i. Have SLOs been created for all courses, certificates, and degrees in your program? Check all that apply.**

SLOs have been created for all COURSES. If this box is not checked, please list all courses for which SLOs have not been developed.

<b>Courses in need of SLOs</b>	
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CERTIFICATES. Please list specific certificates offered through your program and their respective SLOs.

Certificates	SLOs

CTE MAJOR(S). Please list your program's CTE major(s) along with their respective SLOs.

CTE Major	SLOs

**ii. After reviewing "Instructor Reflections" and each semester's "Program Reflections" forms, summarize what changes occurred as a result of the continuous dialogues.**

<b>Reflections summary</b>	
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**iii. If there is a sequence of courses in your program, what process or framework is used to ensure alignment within sequence of course?**

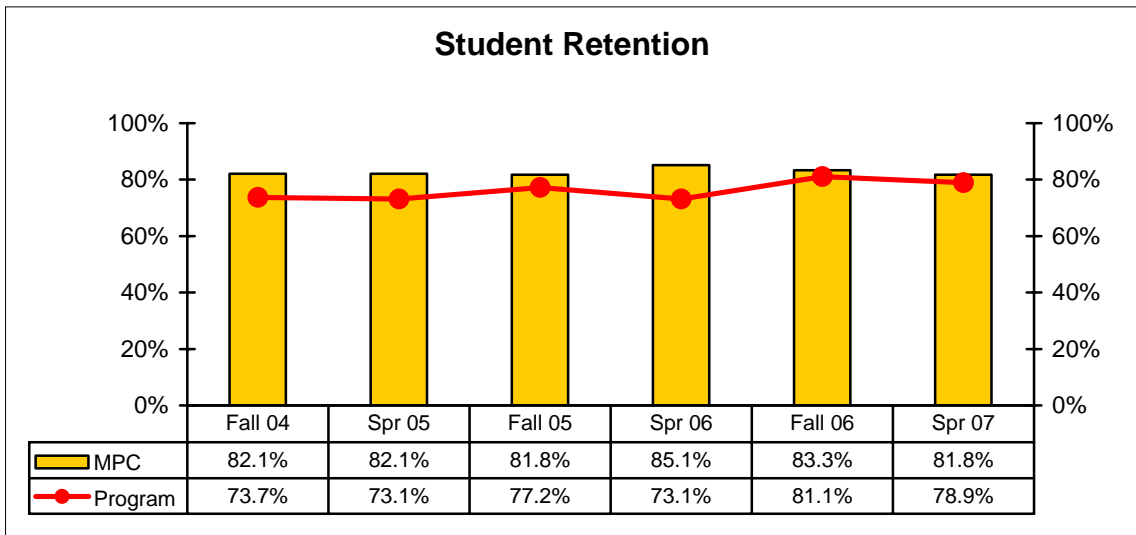
Course alignment process	
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iv. How is consistency maintained between multiple sections of single courses?

Consistency	
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c. Student Achievement

i. Printed are the retention rates for the college and program over the last 5 years. Discuss similarities and differences between the program's and college's rates.



Comments	
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ii. Printed are the success rates (passing grades) for the college and program over the last 5 years. Discuss similarities and differences between the program's and college's rates.

	# Success	# Non-Succ.	# Withdrawn	Totals	% Success	% Non-Succ.	% Withdrawn
MPC							
Program							
Comments							

iii. Printed are the retention and success rates by age, gender, and ethnicity. Address any significant differences in performance among ethnic, age, or gender groups.

	# Success	# Non-Succ.	# Withdrawn	Totals	% Success	% Non-Succ.	% Withdrawn
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<b>Program's Students by Ethnicity</b>							
African-American							
Asian							
Caucasian							
Hispanic							
American Indian							
Other							
Totals							
<b>Program's Students by Gender:</b>							
Male							
Female							
Total							
<b>Comments</b>							

iv. Describe factors that may hinder students from successfully completing courses and/or certificates associated with your program. If applicable, what strategies has your program implemented to address these barriers? Have these strategies been successful?

<b>Comments</b>	
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v. If the program offers both traditional and distance education courses, compare the retention and success rates of these sections with on-campus sections of the same course(s).

Course	Type of Section	Retention Rates	Success Rates
<b>Comments</b>			

vi. If your program is an occupational program, discuss the following:

<b>Percent of program completers since the last program review</b>	
<b>Number of certificates and degrees awarded</b>	

**Job placement rates**

vii. What facilities/equipment/supplies changes have occurred since the last program review? How have these changes affected instruction and/or student learning?

**Comments**

viii. If there are any other measures or considerations you would like to include regarding student learning, please explain.

**Comments**

d. **PROGRAM IMPROVEMENT PLAN:** Check the appropriate box(es), identifying any plans your program has to improve instruction, processes, and/or student learning.

Identify any plans your program has to:		Details
<input type="checkbox"/>	Complete and/or revise SLOs for courses, certificates, and/or degrees.	
<input type="checkbox"/>	Change status of one or more courses in specific GE requirement areas.	
<input type="checkbox"/>	Improve consistency among multiple sections.	
<input type="checkbox"/>	Improve alignment among sequences of courses.	
<input type="checkbox"/>	Improve retention rates.	
<input type="checkbox"/>	Improve success rates.	
<input type="checkbox"/>	Support student equity.	

**5. Staffing**

a. Describe your faculty and staff's workload.

b. Describe your faculty and staff's recent staff development activities.

c. Complete the Faculty and Staff Satisfaction Survey. Discuss your findings from this survey.

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**d. Discuss the adequacy of your staffing to meet your program’s mission.**

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**e. PROGRAM IMPROVEMENT PLAN:**

Identify any plans your program has to:		Details
<input type="checkbox"/>	Take steps to improve faculty and staff satisfaction.	
<input type="checkbox"/>	Seek out opportunities for training and development.	
<input type="checkbox"/>	Adjust staffing to meet program’s mission.	

## 6. Summary

**Summarize and prioritize the PROGRAM IMPROVEMENT PLANS for improving or maintaining the quality of your program area. Include improvement of student attainment of SLOs as rationale for any plan, if appropriate. Distinguish between budget-dependent and budget-independent items.**

Priority	PIP Item	Supports Inst. Goal(s)?	Timeline	Responsible Person	Budget dependent or independent?