

Annual Program Update

Overview

Before starting this form visit the [Columbia College Program Planning and Evaluation](#) website to check the Review Cycle to see if you should be completing this form or the Comprehensive Program Planning and Evaluation form and look at previous reviews and updates in the archive.

The purpose of the Annual Program Update is to provide an update on the program and it's curriculum (if applicable), create new goals and provide updates on past goals, and request resources to support your program. You are expected to collaborate with others who may provide valuable insight about your program. For example, administration, part-time faculty, counselors, students, faculty in other disciplines, classified professionals, and community partners.

Instructions

At the bottom of this form there are two options available: Save and Submit. Use the Save option to save any progress on the form. You can use the "**Get Draft Link**" to send this link to other people for review or for you to review it later. **Jotform does not allow multiple people to simultaneously work on a form - communicate with one another if you share the link with multiple people.** If you are a reviewer only fill out areas that are designated "**Feedback (Reviewer Only)**" (The grey areas) and click Save. **Reviewers never click submit.**

This form is meant to be used for all programs across the college meaning some questions might not be applicable for specific departments. Put "Not applicable" or "N/A" if this is the case.

The form is broken up into five sections:

1. General Information
2. Curriculum and Course Offerings
3. Program Goals
4. Resource Requests
5. Additonal Thoughts
6. Submission

General Information

Select your program

International Students

Select the academic year

2024-25

Describe any major changes in the program from the previous year, if any.

As a very new program at Columbia, the International Program has seen success in the first two years of being eligible to host international students. Policy and procedures have been clearly identified and outlined, development of marketing materials, dedicated space on campus, and the beginning of relationship building within the international programs and services community at large. The program has had two transitions of program will benefit from consistent staffing, support and oversight.

Feedback (Reviewer Only)

Please include which international programs and services organizations (AIRC, etc.); to the last sentence, just add the words, "Program Specialist recruitments, and will benefit."

Curriculum and Course Offerings

Curriculum

To help answer the questions in this section, please visit the Course 5-Year Review Tracker, Award 5-Year Review Tracker, and the Course Sunset List on the left-hand side under Curriculum Resources on the [Columbia College Curriculum Committee](#) website. Additionally, you can visit the Columbia College Dashboard for information on courses, programs, and course-to-program mappings.

Developing New Curriculum

You should talk with your dean and the articulation officer before developing new curriculum. Here are some helpful resources:

- The [Chancellor's Office Curriculum Information System \(COCI\)](#) can be a useful tool for identifying courses and programs at other community colleges which could be useful for future curriculum planning. Click on 'Programs' or 'Courses' in the upper right part of the page.
- [Transfer Model Curriculum Information](#) can provide useful information on associate degrees for transfer.
- [Common Course Numbering \(CCN\)](#) has helpful information for developing course outline of record for courses that need common course numbering.

Does the department have any curriculum (courses or awards) that need review?

Not Applicable

Does the program have plans to create new courses or new awards?

Not Applicable

To help answer this question below, please see the [Past Course Offerings Excel File](#).

Reflect on past course offerings. Are offerings sufficient for students to complete the program in two years? Have you had discussions with your dean about the program's two-year plan of offerings?

N/a

Feedback (Reviewer Only)

N/a

Program Goals

Please set **at least one** measurable goal to work toward. Some examples of goals include reviewing, changing, or adding curriculum, increasing enrollment or modifying delivery modalities, establish an offering plan (two-year plan) for courses, increasing student learning and success, or improving student equity etc. **Resource requests are not goals. Resources are used to achieve**

goals.

Goal 1 (Required)

Goal 1 Title Successful Onboarding of Program Specialist

Goal 1 Status New Goal

Map Goal 1 to one or more Strategic Plan objectives: Maintain Institutional Stability

Goal 1 Description. Please provide a description of the goal. If the goal is in-progress or completed please provide an update on the goal and the status of any resource requests related to this goal.

Through the onboarding process, the new Program Specialist will become familiar with College processes, software and staff/faculty; establish their Designated School Official (DSO) status; feel confident navigating communication with prospective students, and both internal colleagues and external partners. With a dedicated staff person to the International Programs, the College is more likely to have a successful and growing international student population.

Feedback (Reviewer Only)

We have seen this model be very successful for growing newer programs to the college like NextUP, so I agree that thorough onboarding, familiarization, and training are the keys to success this year. Let VPSS know of training opportunities as early in FY as possible.

Goal 2 (Optional)

Goal 2 Title Secure Paid International Student Recruiting Agency

Goal 2 Status New Goal

Map Goal 2 to one or more Strategic Plan objectives: Increase Award Completion
Increase Transfer Readiness Reduce Equity Gaps
Reduce Barriers to Completion

Goal 2 Description. Please provide a description of the goal. If the goal is in-progress or completed please provide an update on the goal and the status of any resource requests related to this goal.

For the first two years, the International Program and Services has focused on building strong foundational program processes and structures. As a result, the College has successfully created a clear application process for prospective international students, established an International Student Advisory Committee comprised of faculty and staff, and identified next steps of program development. Moving forward, using the research done on recruitment, it is a goal to secure a paid recruiting agency.

The College has a goal to secure a recruitment agency who helps match prospective international students with Columbia College and provides prospective students with Visa application guidance and interview preparation, College specific preparation and enrollment checklist support.

Feedback (Reviewer Only)

A goal of doubling from 2 to 4 students in the next year appears to be attainable.

Goal 3 (Optional)

Resource Requests

The purpose of this section is to make resource requests for the program. If a resource request is related to one of your goals listed in the previous section, list the goal numbers.

Resource Requests

Resource Type	Item Name / Brief Description	Related Goal(s) (If applicable)	Cost (estimate)
Other	Recruitment Budget / Budget needed for future contracted student recruitment agency.	2	30000

Feedback (Reviewer Only)


I think the timing of signing a contract for recruitment will be important, share with VPSS the ideal timing for this service to begin.


Additional Thoughts

What else would you like to share about the program? Has the program had successes that were not reflected in this form? Are there opportunities for improvement at the college that would positively influence the program (for example, a position that serves students across campus, or a service that could be added or expanded)? Additionally, if you have any feedback on this Program Planning and Evaluation process, please provide it here.

The International Program & Services is uniquely positioned at Columbia College to have major success with on campus housing, support from the district to on-campus leadership and a breadth of academic programs to explore. Over the past year, the Outreach Team has committed to launching a new virtual map and tour with the specific goal to help reach international students abroad to help students tour the campus remotely.

If you have additional supporting documents that you would like included, please add them here.

 Onboarding Overview for PS 2025.pdf

 International_Student_Application_Ch... .pdf

Feedback (Reviewer Only)

I agree with the sentiment this can be a growth area in another 2-4 years, and I would continue to aim for stability in the present year. A good recruiting company/college relationship with performance-based goals, expectations, and regular measures will provide the neededr transparency and communication for success.

Submission

For the submitter only, not the reviewer. Have you received good feedback and are you ready to submit your Comprehensive Program Planning and Evaluation?

Yes

Who is submitting this form

Courtney Sutton

Submission Date

Wednesday, June 25, 2025