

Comprehensive Program Planning and Evaluation

Approval Status

Not Started

Instructions

The purpose of Comprehensive Program Planning and Evaluation process is to identify what your program is doing well and what your program could improve. The process documents program goals, objectives, and improvements, creates an opportunity to request resources, and serves as an organizational tool for the work required by programs (curriculum, student learning outcomes, etc.). You are encouraged to collaborate with others who may provide valuable insight about your program. For example, admin, part-time faculty, students, faculty in other disciplines, classified professionals, and community partners.

Before completing this form please check the [Review Cycle](#) to see if you should be completing this form or the Annual Program Update form. Additionally, you can look at previous reviews and updates by visiting [Columbia College Program Planning and Evaluation](#).

This form is meant to be used for all programs across the college. This form is broken up into five sections:

- 1. General Information
- 2. Instruction
- 3. Reflection
- 4. Program Goals and Resource Requests
- 5. Additional Thoughts

The Instruction portion of the form is only displayed for applicable programs. However, if it is displayed and some of the questions are not applicable to your particular program, write "N/A"

Users have the option to save and continue later by clicking "**Save**" at the bottom of the page at any point. You can click "**Skip Create an Account**" at the bottom and either copy the link or enter your e-mail to complete later.

Select a program

Research and Planning

Select the academic year

2024-25

General Information

Submission date	Friday, February 28, 2025
Who is submitting this form	Matthew C
Email of submitter	connotm@yosemite.edu

Direct supervisor

Lena Tran

Please list the names of everyone that is participating in this comprehensive program planning and evaluation process.

Matthew Connot
Michelle Sandhoff

Program Staffing

Program Staffing List

Position Type	Position Title	Person Name
Classified	Senior Research Analyst	Matthew Connot
Classified	Research Analyst	Michelle Sandhoff

Use this space to provide any additional context or information about program staffing.

Program staffing is sufficient.

Instruction

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.

Important: Columbia College is in the process of transitioning from eLumen to Canvas Insights for SLO assessment. Contact the College Research and Planning Office for more information about how your SLOs are mapped.

Course Offerings

To help answer this question, please visit the [Columbia College Course Enrollment Dashboard](#) and download the [Past Course Offerings Excel File](#).

Course Enrollment Trends

To help answer this question, please visit the [Columbia College Course Enrollment Dashboard](#) for helpful information.

Student Success and Learning

To help answer these questions, there are two resources to address student success and learning at Columbia College: 1) The [Columbia College Course Success Dashboard](#) for course success and retention rates and 2) Student Learning Outcomes (SLOs) assessment data.

Important: Columbia College is in the process of transitioning from eLumen to Canvas Insights for SLO assessment. In the absence of quantitative data for SLOs please provide your own observations about student learning in the program.

Academic Awards and Transfer

To help answer this section, please visit the [Columbia College Academic Awards Dashboard](#) and the [Transfer Summary](#) report.

Reflection

Additional Data (Optional)

Student Equity

To help answer this question, please use the [Columbia College Course Success Dashboard](#), the [Columbia College Program Snapshot Dashboard](#), and the [Course Success PPG-1 Excel File](#). For student equity data related to student services, please contact the Columbia College Research and Planning Office.

What equity gaps have you observed in the program? What strategies have you used to address these gaps? What additional strategies will you try in the future?

Columbia College Research and Planning Office provides the necessary data for supporting the closure of equity gaps.

Strengths, Weaknesses, Opportunities, Threats (SWOT)

Please reflect on the program's strengths, weaknesses, opportunities, and threats.

Strengths

What are the program strengths? Are there specific aspects of the program that are exemplary or could serve as a model?

- Response Speed
- Adaptability
- Access to data
- Reporting

Weaknesses

What are the program weaknesses? What areas could the program improve?

- Lack of guidance
- Limited by technical capacity
- Smaller office (same reporting requirements as larger institutions)

Opportunities

What are the opportunities for expansion, improvement, or development for the program? Are there professional, discipline, or community trends or best practices that could enhance the program?

- District Data
- Data analysts are working on MIS submissions that research offices can help support
- More Qualitative Research

Threats

Are there any threats to the continued success of the program? Please describe any trends that could have a negative impact on the program. Are there future laws or funding changes that may affect the program?

- Chancellors Office Reporting keeps changing
- Access to Federal Data
- Current data Warehouse structure
- Sources of data not in SIS

Program Goals and Resource Requests

The purpose of this section is to establish program goals and request resources related to those 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, increasing student learning and success, or improving student equity. **Resource requests are not goals. Resources are used to achieve goals.**

Goal 1 Title	Annual Survey for Students and Employees
Goal 1 Status	In-Progress

Map Goal 1 to one or more Strategic Plan objectives:

Maintain Institutional Stability

Please provide a description the goal or provide an update on a previous goal's status and resource requests.

The Columbia College Research and Planning Office would like to conduct the Student Satisfaction Survey and the Employee Satisfaction Survey in alternating years with on-going financial support.

Goal 1 Resources

Resource Type	Item Name	Brief Description	Cost (estimate)
Other	Survey Administration	Both of these surveys are through RNL.	3000

Goal 2 Title

Provide Up-to-date Actionable Reports

Goal 2 Status

In-Progress

Map Goal 2 to one or more Strategic Plan objectives:

- Increase Award Completion
- Increase Transfer Readiness
- Reduce Equity Gaps
- Reduce Barriers to Completion
- Maintain Institutional Stability

Please provide a description the goal or provide an update on a previous goal's status and resource requests.

Provide lists for people to act on data (e.g. Award Requirements Met, Student Services, Outreach and Retention).

Goal 3 Title

New Research

Goal 3 Status

New Goal

Map Goal 3 to one or more Strategic Plan objectives:

- Increase Award Completion
- Increase Transfer Readiness
- Reduce Equity Gaps
- Reduce Barriers to Completion
- Increase Workforce Readiness

Please provide a description the goal or provide an update on a previous goal's status and resource requests.

Explore innovative research projects to improve college insight. We may need funding at some point but that would be project specific.

Miscellaneous Resource Requests

This section is for making resource requests that may not be related to program goals. Examples include but are not limited to staffing outside of the program, campus facility needs, collegewide improvements that could benefit all programs, etc.

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 Columbia College Research and Planning Office can provide most of the data needs for the college but it feels like the college is overwhelmed by current priorities. This limits the ability to make sure of reports or make data-informed decisions.

Add "Service" to the resource request categories.

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

