Program/Discipline Review Report*

Adapted from Whatcom Community College's 2019-20 Program/Discipline Improvement Process (Program Review) Reflection Report

Program/Discipline Name	
Individuals Completing This Report (Minimum Of 2)	

Reflections on Program/Discipline Data

(Access data by going to tableau.highline.edu, then follow paths listed below to access the data needed for each section).

Program Review Sections	**Reflections**: Reflect on the different sections of your Program Review data and describe what the data tell you about student success. Avoid summarizing the data; rather report the significant themes and trends reflected in the data.
1. Overall Enrollments	
a. FTE	**Tableau Path:** Program Review/Department Details
b. Students (Unduplicated Headcount)	**Tableau Path:** Program Review/Department Details
c. Enrollments (Duplicated Headcount)	**Tableau Path:** Program Review/Department Details
2. Enrollments By Mode Of Learning disaggregated by race within gender)	**Tableau Path:** Program Review/Custom Dashboard Column Detail (Modality), Row Detail (Race), Row Retail (Gender) *[Keep in mind that this will factor in and sum all years unless years are filtered.]*
3. Enrollments By Student Demographics (race within gender; age; student intent)	**Tableau Path:** Program Review/Custom Dashboard Column Detail (Race), Row Detail (Gender) Column Detail (Race), Row Detail (Age) Column Detail (Race), Row Detail (Student Intent)
4. Courses and Sections Offered	
a. Courses	**Tableau Path:** Program Review/Course-level Details
b. Number Sections	**Tableau Path:** Program Review/Course-level Details
c. Percent Of Sections Taught By Full-Time Faculty	***Not in Tableau Specifically:*** *This information is known by the department coordinator.*
5. Course-Specific Data	
a. a. Enrollments (disaggregated by race within gender)	**Tableau Path:** Program Review/Course-level Details
b. Sections	**Tableau Path:** Program Review/Course-level Details
c. Average Class Size	**Tableau Path:** Program Review/Course-level Details
d. Fill Rate	**Tableau Path:** Program Review/Course-level Details

6. Student Performance disaggregated by race within gender (e.g., African American Males, Native American Females)	
a. Success/Pass rates by modality	**Tableau Path:** Pass Rates/Multi Drill Down Table *{Keep in mind that this will factor in all years.]*
b. Individual Course Completion Rates And Grade Distribution	**Tableau Path:** Pass Rates/Pass Rates Table *[Course and Department Pass Rate]* *[Drill Down Course Department Pass Rate by Delivery]*
c. Retention Rates	**Tableau Path:** Completion and Persistence/Fall to Fall (College-wide) *Retention rate is the percentage of a school's first-time, first-year undergraduate students who continue at that school the next year.*
d. Graduates/Degrees or Certificates awarded	**Tableau Path:** Completion and Persistence/Education Program *[Seeking # here]*
e. Graduation Rates (For Prof-Tech Programs Only)	**Tableau Path:** Completion and Persistence/Education Program *[Seeking % here]* *Graduation rate is the percentage of a school's first-time, first-year undergraduate students who complete their program within 150% of the published time for the program.*

Direct Indicators – Outcomes Assessment

Program/Discipline Review sections	Responses
a. *College-wide Core Competencies:* You will be given directions and a list of the CLOs that are mapped to your discipline or program's courses. You can also locate this information in the Assessment Public Drive. Email completed CLO reports with this Program Review report. *Please list the CLO reports that are being forwarded with this report.*	*[The Assessment Committee provides degree/program/course outcomes alignment template maps to support this section of the report. Email assessment@highline.edu to request your department's maps.]*
b. *Program Outcomes* (For Prof-Tech Programs Only)	*[The Assessment Committee provides degree/program/course outcomes alignment template maps to support this section of the report. Email assessment@highline.edu to request your department's maps.]*
c. *Course Outcomes*: With your discipline faculty, review and update the course outcomes and other curriculum information (e.g., prerequisites, course descriptions, textbooks, etc.) for all of your discipline or program's courses. *Provide a brief summary of significant changes*.	*[The Assessment Committee provides degree/program/course outcomes alignment template maps to support this section of the report. Email assessment@highline.edu to request your department's maps.]*

Conclusion

Physical classroom/lab space strengths/needs	
Summarize discipline/ program strengths	
Summarize discipline/ program challenges	

Next steps: List 1-5 planned changes in the program/discipline for the next 5 years based on information from the above Program/Discipline Review data, outcomes assessment work, faculty goals, and college initiatives. These steps will help you achieve the measurable targets (below). At least one change should focus on increasing student completions and closing equity gaps.	Time-frame
1.	
2.	
3.	
4.	
5.	

Measurable targets: List 1-5 measurable targets and time-frames that will provide evidence of student and program/discipline success.	Time-frame
1.	
2.	
3.	
4.	
5.	

Suggestions For Improving This Report Or Process (f Any)	
Administrative Comments / Recommendations	