

Foothill Annual Program Review 2024

Annual Program Review Template 2024

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1. Number of full-time faculty in the program.

0

2. Number of part-time faculty in the program.

0

3. Number of staff in the program.

5

4. Do the above numbers reflect any staffing changes?

The Evaluations Office experienced vacancies due to retirements and reorganization, but these positions have now been filled. The department is currently staffed by four full-time Evaluation Specialists and one Graduation and Evaluation Coordinator. Despite the staffing improvements, the office continues to struggle with a heavy workload.

The team is responsible for balancing the regular tasks of transcript evaluations, prerequisite clearances, Degree Works maintenance (Scribe), degree awarding, and the printing and mailing of degrees. Additionally, the office handles requests from departments with unique needs, such as Allied Health and Apprenticeship programs, as well as college-wide projects like AB 928 and Mass/Auto - Degree Awarding.

5. Refer to the most recent Comprehensive Program Review, what were the identified actions for improvement? Identify any current and/or new Strategic Goals.

Program Review Feedback Response

1. Updated the mission statement where we removed the statement about student's earning a living wage from an awarded degree or certificate as that is outside the scope of our work. The current mission statement now reads: The Evaluations Office is responsible for evaluating coursework, awarding credit, and supporting students towards graduation, and transfer to other institution.
2. We agree there is no way for us to clearly see which groups need additional support, we can only identify those who have completed their degree or certificate. What we can identify is any growth or constriction of any one ethnic group in awards from year to year. May need total enrollment numbers to compare against awards for more data.
3. It seems that some feedback was given after the program review was submitted and in that time we began to implement Smartsheets. In the next comprehensive review we will be addressing this.

6. What actions identified in the Comprehensive Program Review (or most recent Annual Program Review if no Comprehensive Program Review) have you completed this year?

Replaced all PDF forms to Smartsheets. This has made the workflow better, and the data we can collect is comprehensive. Work is more transparent, and we can assess any issues with workflow and correct them. Also created evaluation website where our services and forms are available in one place. Still a WIP.

7. Explain your implementation timeline and if there have been any changes or updates.

Data collection is more accurate and can be collected locally and not completely reliant on IR. Bulk Degree/Certificate awarding (formally auto awarding) has become a district initiative project. This is now the next priority project to complete.

8. Explain the evidence the program used to evaluate progress and provide an update on progress.

SAO we implemented a new system of Smartsheets and is a much improved system for processing and data collection.

The website is also helping students find answers to their questions and access our forms.

9. Click the link and follow the instructions to the Disproportionate Impact dataset, then respond to the prompt below.

https://foothilldeanza-my.sharepoint.com/:b:/g/personal/20078222_fhda_edu/ETXoAp44fMFCppHXvzpIFgcB5ogzcvUXLknHrIXo1ghkHg?e=H8axR7

Identify the groups that are experiencing a disproportionate impact in the most recent year (highlighted in orange). In the text box below, provide the percentage point gap and the number of additional successes needed to erase the percentage point gap for each group.

For non-instructional programs that do not have program specific disproportionate impact student data, please provide an update on the program's 13-55 project (i.e., project description, students served, implementation timeline).

Under the umbrella of Admissions and Records 13-55 goal (retention), the evaluations contribution is the implementation and maintenance of AB 928. We collaborate with counseling to provide students with ADT major sample ed plans, through a Degreeworks automated process.

Our office does not deal with different student populations, we process the requests as they come in.

10. Use this opportunity to reflect on your responses in this document. Include your closing thoughts.

After three years of transition the evaluations office has gone through a lot of change both in divisions and personal and we are in a more stable position. We are now able to develop professionally and enhance our current processes to hopefully expand our services in the future.

Click on the link below to view the Annual Program Review Rubric.

https://foothilldeanza-my.sharepoint.com/:w:/g/personal/20078222_fhda_edu/Ec2dqPH1B2RHinzFtnIz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=C1fFMU

End of Annual Program Review Template 2024

This form is completed and ready for acceptance.

Evaluations

Rubric Annual Program Review

Criteria

The program's responses...

- align with the program's goals
- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

Meets Expectations

Needs Improvement

Feedback

This form is not yet ready.