



Annual Program Plan/Review Feedback Form - IPC

Program English Division Soc Sci Hum
 IPC Member(s) _____ Date _____
 Reviewers F. Austin, D. Johnson, C. Rhodes Reviewed 5/8/13

The purpose of this form is to provide feedback to the Department/Program.

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.		√		Click here to enter text.
2. Status of SLOAC for all courses.		Not clear how data were analyzed and plan made.		
3. A description of the complete curriculum offering cycle.	Attchmt: "Eng Major" was not found. No analysis: what are student needs?		Click here to enter text.	
4. A plan for necessary curriculum development.			√	
Comments/Questions: Consider joining forces with other disciplines to form more learning communities to boost enrollment and retention. Congrats for not letting Tracdat impede your use of assessment results. Your comments on Tracdat are noted; work with Xena to fix problems. Also, kudos for working with colleagues at our sister colleges to coordinate literature offerings.				

II. Program Level Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document.</i>				

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<i>This section should include the following:</i>				
1. Identification of trends on data packets.			v	
2. Identification of program performance.			v	
3. Identification of PLOs (Program Learning Outcomes) assessment plan.		v rubrics for assessing papers?		
4. Analysis of PLOs (Program Learning Outcomes) results.			v	
<p>Comments/Questions: Great effort to coordinate assessment of PLO, especially with involvement of so many faculty. For the English Program, would it make more sense to assess only students about to graduate? It seems to be a major challenge to synchronize evaluation by different faculty. How will this be accomplished?</p>				

III. Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.				v
2. An action plan for what is to be accomplished for the next year.				v
<p>Comments/Questions: Good idea to examine each course for improvements, getting input from many faculty. Online courses present</p>				



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many challenges; what assistance do you need? Make full use of our new Instructional Designer, Jane Rice.

IVa. Faculty and Staff hiring needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				√
2. Justification fits Department/Division/College needs.				√
Comments/Questions: Good job on reflecting on Program needs, and goals with respect to hiring justification.				

IVb. Professional Development needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs.			√	
Comments/Questions: Make sure your plan includes ways to ensure new strategies are practiced effectively in classrooms. Would an organized Inquiry Group help faculty by letting them observe each other teaching, without evaluation pressure? Perhaps it could inspire new strategies or allow easy sharing of small things that can make a big difference. Perhaps some collaboration in classrooms would help align assessment standards among faculty.				

IVc. Classroom and Instructional Equipment needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan



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Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost

1. Complete source/cost information (item description, suggested vendor, number of items, total cost).			v	
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).			v	
<p>Comments/Questions: Will class scheduling allow full use of a dedicated computer lab? Is there a way to make the laptop cart more convenient to use? Consider short-term solutions to get this resource to students right away, while a more comprehensive plan is made. Short-term plan should include full use of 9-206 and other facilities and then re-evaluate needs.</p>				

IVd. Office of Planning, Research & Student Success data needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.				v
<p>Comments/Questions: Be persistent about getting the data you need.</p>				

IVe. Facility needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.			v	



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Comments/Questions: See above comment about short-term versus longer-term solutions.

Other/General Comments: A delight to read! Nice discussion of "Other Considerations" and planning to work with other groups (Counseling). You have a challenge in coordinating so many faculty, and it appears that you are making progress. Good luck on your Sisyphean efforts to get more faculty.

IPC Co-Chair Signature Carol Rhodes Date 5/20/2013

VPI Co-Chair Signature [Signature] Date 5/20/13