

**Instructions:** The first column below matches key words in Trac Dat where you will enter the requested information. The second column fully describes the information that the IPBT is requesting. It also represents the information you would see if you pressed the help button (a question mark) by each box in TracDat. The third column is where you can input your data/responses at this time. You will be able to copy and paste or type in your information from the third column directly into the TracDat boxes. Save this word doc in the following format: sp20cpr\_deptname. Last steps: ALWAYS keep a soft copy of your work in your files to ensure that your work is not lost. Upload a copy of this document into the Trac Dat, "Documents file". Also upload the Program Review Data sheet(s). If you have questions, please refer to your workshop handout (<http://www.deanza.edu/slo/tracdat.html>) or contact: [papemary@fhda.edu](mailto:papemary@fhda.edu).

- Section I: Overall program description (including CTE)
- Section II: Overall student enrollment and success
- Section III: Equity
- Section IV: Assessment Cycle
- Section V: Resource requests

In TracDat. Limit narrative to 100 words; bullet points encouraged

	Information Requested	Explanation of Information Requested. ? Trac Dat Help button will reveal the same cues (sorry no hyperlinks)	Input your answers in columns provided. Use word wrap. Note: reference documents can also be attached. Make sure to note the name of any reference documents in your explanations.
	<b>Program Description</b>		
I.A.1	Department name:		
I.A.2	Program mission statement:	"What are your Program Learning Outcomes? How do Program Learning Outcomes relate to mission of De Anza College and Institutional Core Competencies"?	
I.A.3	What is the primary focus of your program?	Select Basic Skills, Transfer, Career/Technical, Learning Resources/Academic Services, personal enrichment or N/A	
I.A.4	Choose a secondary focus of your program.	Basic Skills, Transfer, Career/Technical, Learning Resources/Academic Services, personal enrichment or N/A	
I.B.1	# Certificates of Achievement Awarded	If applicable, enter the number of Certificates of Achievement awarded during the current academic year. Please refer to: <a href="http://deanza.fhda.edu/ir/AwardsbyDivision.html">http://deanza.fhda.edu/ir/AwardsbyDivision.html</a> Leave blank if not applicable to your program	
I.B.2	# Certificates of Achievement-Advanced awarded:	If applicable, enter the number of Certificates of Achievement - Advanced awarded during the current academic year. Please refer to <a href="http://deanza.fhda.edu/ir/AwardsbyDivision.html">http://deanza.fhda.edu/ir/AwardsbyDivision.html</a> . Leave blank if not applicable to your program	

I.B.3	# ADTs (Associates Degree Transfer) awarded	List Associate Degree Transfer awarded by you department  Leave blank if not applicable to your program.	
I.B.4	# AA and/or AS Degrees awarded:	If applicable, enter the number of certificates of achievement awarded during the current academic year. Please refer to <a href="http://deanza.fhda.edu/ir/AwardsbyDivision.html">http://deanza.fhda.edu/ir/AwardsbyDivision.html</a> Leave blank if not applicable to your program	
I.C.1	CTE Programs: Impact of External Trends	Career Technical Education (CTE) programs, provide regional, state, and labor market data, employment statistics, please see "CTE Program Review Addenda" at: <a href="http://www.deanza.edu/gov/IPBT/resources.html">www.deanza.edu/gov/IPBT/resources.html</a> (data on this site needs to be updated annually.) Identify any significant trends that may affect your program relative to: 1) Curriculum Content; 2) Future plans for your program e.g. enrollment management plans.	Margaret Bdzil, can you give us a link to the current data?
I.C.2	CTE Programs: Advisory Board Input:	Career Technical Education (CTE) programs, provide recommendations from this year's Advisory Board (or other groups outside of your program, etc.) Briefly, address any significant recommendations from the group. Describe your program's progress in moving towards assessment or planning or current implementation of effective solutions.	
I.D.1	Academic Services and Learning Resources: # Faculty Served	Only for programs that serve staff or students in a capacity other than traditional instruction, e.g. tutorial support, service learning, etc. State number of faculty served: 0 = no change; (- #) decreased; # increased; leave blank if not applicable to your program	
I.D.2	Academic Services and Learning Resources: # Students Served	Only for programs that serve staff or students in a capacity other than traditional instruction, e.g. tutorial support, service learning, etc. State number of students served: 0 = no change; (- #) decreased; # increased; leave blank if not applicable to your program	
I.D.3	Academic Services and Learning Resources: # Staff Served	Only for programs that serve staff or students in a capacity other than traditional instruction, e.g. tutorial support, service learning, etc. State number of staff served: 0 = no change; (- #) decreased; # increased; leave blank if not applicable to your program	
I.E.1	Full time faculty FTEF	For ALL programs: Refer to your program review data sheet. (If the computer does not accept a decimal then please round to the nearest whole number). <a href="http://deanza.fhda.edu/ir/index.html">http://deanza.fhda.edu/ir/index.html</a>	
I.E.2	# Student Employees	State number of student employees and if there were any changes: 0 = no change; (- #) = decreased; # = increased; blank if not applicable to your program	
I.E.3	Full-time to Part-time ratio % of full time faculty compared to % part-time faculty teaching	Compare the changes in % of FT and PT faculty teaching in your department? 0 = no change; (- %) = decreased; % = increased; blank= not applicable to your program	

I.E.4	# Staff Employees	State number of staff employees and if there were any changes: 0 = no change; (- #) = decreased; # = increased; blank if not applicable to your program ONLY report the number of staff that directly serve your program. Deans will make a report regarding staff who serve multiple programs.	
I.E.5	Changes in employees/resources	Briefly describe how any increase or decrease of employees/resources has impacted your program. Leave blank if not applicable to your program	
	<b>Enrollment</b>		
II.A.1	Enrollment trends	What significant changes in enrollment have you seen in the last three years?	Note: Need to change data sheets to show Fall-to-Fall persistence over years covered by APRU or CPR
II.B.2	Overall success rate	What significant changes in student success rates have you seen in the last three years?	
II.B.3	Plan if success rate of program is below 60%	In accordance with ACCJC requirements, the college has adopted an institutional standard for successful course completion at or above 60% <a href="http://www.deanza.edu/ir/deanza-research-projects/2012_13/ACCJC_IS.pdf">http://www.deanza.edu/ir/deanza-research-projects/2012_13/ACCJC_IS.pdf</a> If course success rates in your program fall below 60%, what are the department’s plans to bring course success rates up to this level? Leave blank if NA.	
II.C.4	Changes imposed by internal/external regulations	Address program changes implemented as a response to changes in College/District policy, state laws, division/department/program level requirements or external agencies regulations? How did the change(s) affect your program? (e.g. any curriculum, program reorganization, staffing etc.)	
	<b>Equity</b>		
III	Growth and Decline of targeted student populations	Briefly, address student enrollment data relative to your program’s growth or decline in targeted populations as defined in the <a href="#">De Anza 2014 Student Equity Plan &lt;&lt;insert link from equity office&gt;&gt;</a>	A new data sheet will be produced and housed in the equity office (hopefully before the Spring of 2016).
III.1.B	A Closing the student equity gap:	What progress or achievement has the program made relative to the plans stated in your program’s 2013 -14 Comprehensive Program Review, Section III.B, towards decreasing the student equity gap? See IPBT website for past program review documentation: <a href="http://deanza.edu/gov/IPBT/program_review_files.html">http://deanza.edu/gov/IPBT/program_review_files.html</a>	
III.1.C	Plan if success rate of targeted group(s) is below 60%	In accordance with ACCJC requirements, the college has adopted an institutional standard for successful course completion at or above 60% <a href="http://www.deanza.edu/ir/deanza-research-projects/2012_13/ACCJC_IS.pdf">http://www.deanza.edu/ir/deanza-research-projects/2012_13/ACCJC_IS.pdf</a> Are success rates of targeted groups at or above 60%, if not, what are the department’s plans to bring the success rates of the group(s) up to this level?	Still need to define the “targeted groups” that the institution wants to study here “equity data vs 13-14 data and targeted groups”.
III.1.D	Equity planning and progress	What progress or achievement has the program made relative to the plans stated in your program’s 14-15 Equity Plan, ( <a href="#">link to equity plan data sheets?</a> )?	How do we measure this?

	Assessment Cycle		
IV.A	PLOAC Summary	Give the percentage of Program Level Outcome statements assessed to date. Run Ad hoc report entitled “XXX PLOAC Work” and scroll to the bottom of the report for counts. Then calculate #Reflections & Analysis/#PLO statement times 100. This percentage may be over 100% or 0%. All program level outcomes are to be assessed for a minimum of a second time before the Comprehensive Program Review in Spring 2019.	
IV.B	SLOAC Summary	Give the percentage of Student Level Outcome statements assessed to date. Run Ad hoc report entitled “XXX SLOAC work- Active Only” and scroll to the bottom of the report for counts. Then calculate #(Reflections & Analysis + #Archived from ECMS) /#SLO statement times 100. (N.B. Number of SLOs assessed and archived from ECMS is the last item in Department -> General Information page.) This percentage may be over 100% or 0%. All course level outcomes are to be assessed for a minimum of a second time before the Comprehensive Program Review in Spring 2019.	
	Resource Requests		
V.A	Budget Trends	Describe impact, if any, of external or internal funding trends upon the program and/or its ability to serve its students. If you don’t work with Budget, please ask your Division Dean to give you the information.	
V.B	Funding Impact on Enrollment Trends	Describe the impact, if any, of external or internal funding changes upon the program’s enrollment and/or its ability to serve its students.  If you don’t work with Enrollment Trends, please ask your Division Dean to give you the information.	
V.C1	Faculty Position Needed	A drop down menu will allow you to choose: Replace due to Vacancy, Growth, None Needed Unless Vacancy	
V.C.2	Justification for Faculty Position(s):	Do you have assessment data available to justify this request for a faculty position? If so provide the SLO/PLO assessment data, reflection, and enhancement that support this need. If not provide other data to support this need.	
V.D.1	Staff Position Needed	A drop down menu will allow you to choose: Replace due to Vacancy, Growth, None Needed Unless Vacancy Only make request for staff if relevant to your department only. Division staff request should be in the Dean’s summary.	
V.D.2	Justification for Staff Position(s):	Do you have assessment data available to justify this request for a staff position? If so, provide the SLO/PLO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need	
V.E.1	Equipment Request	A drop down menu will allow you to choose: Under \$1,000 or Over \$1,000 or no equipment requested	
V.E.2	Equipment Title and Description, Quantity	Description should identify if the item(s) are new or replacement(s), furniture/fixtures, instructional equipment, technology related, expected life of item, recommended warranties etc. Did this request emanate from a SLOAC or PLOAC process? Does this item require new or renovated infrastructure (e.g. wireless access, hardwire access, electric, water or heat sources . . . )	

V.E.3	Equipment Justification	Do you have assessment data available to justify this request for equipment? If so, provide the SLO/PLO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need. Who will use this equipment? What would the impact be on the program with or without the equipment? What is the life expectancy of the current equipment? How does the request promote the college mission or strategic goals?	
V.F.1	Facility Request	Name type of facility or infrastructure items needed. Renovation vs new. Identify associated structures needed to support the facility e.g. furniture, heat lamps, lighting, unique items above and beyond what is normally included in a similar facility.	
V.F.2	Facility Justification	Do you have assessment data available to justify this request? If so, provide the SLO/PLO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need. Who will use this facility? What would the impact be on the program with or without the facility? What is the life expectancy of the current facility? How does the request promote the college mission or strategic goals?	
V.G.	Equity Planning and Support	Has this work generated any need for resources? If, so what is your request.	
V.H.1	Other Needed Resources	List resource needs other than faculty, staff, facility, and equipment needs. For instance, assistance in working with counselors, finding tutors to work with students, supporting assessment projects.	
V.H.2	Other Needed Resources Justification	Do you have assessment data available to justify this request? If so, provide the SLO/PLO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need.	
V.J.	“B” Budget Augmentation	How much? Who/what could be supported if this additional funding was awarded? What would the impact be on the program with or without the funds? How does the request promote the college mission or strategic goals? State the SLO/PLO assessment data, reflection, and enhancement that support this need. If you do not deal with the B budget directly, you can use the comment: “please refer to the Dean’s summary”.	
V.K.1	Staff Development Needs	What would the impact be on the program with or without meeting this need? How does the request promote the college mission or strategic goals?	
V.K.2	Staff Development Needs Justification	Do you have assessment data available to justify this request for staff development? If so, provide the SLO/PLO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need	
VI.	Closing the Loop	How do you plan to reassess the outcomes of receiving each of the additional resources requested above?	
	Submitted by:	APRU writer’s name, email address, phone ext.	
	Last Updated:	Give date of latest update (Set next box to YES when done and ready for Dean review).	