LATTC Program Review 2010-2011

Phase 1 - Overview

Section A. Mission
Module A.1: Program Mission

Section B. Comprehensive Program Review Modules
Module B.1: Strategic Master Plan

Section C. Annual Program Review Analysis Modules
Module C.1: Recommendations from Validations
Module C.2: Program /Unit Reflection
Module C.3: SAO’s and SLO’s

Phase 2 - Overview

Section D. Annual Program Review Planning Modules, AUP
Module D.1: Program Goals/Objectives
Module D.2: Program Activities/Resource Requests
Section A. Mission

Module A.1: Program Mission

1. Describe the mission of the Unit/Program/Discipline.

You can copy and paste from your Program Review Update 2009-10 Section 1. Question II.a.
Make changes if necessary

2. Describe the purpose of the Unit/Program/Discipline.

You can copy and paste from your Program Review Update 2009-10 Section 1. Question I.a.
Please note that the new question ask for the purpose.
Make sure that the copied description aligns with the purpose of your program.

3. Describe the alignment of the Unit/Program/Discipline mission statement with the College's mission statement.

(LATTC Mission Statement: Provide our students and community with high-quality technical and professional educational options that flexibly meet their life-long career development and academic goals; foster a climate of life-long learning; prepare our students to participate effectively in our democratic society; and generate economic development with our educational, governmental, community, and business partners.)

You can copy and paste from your Program Review Update 2009-10 Section 1. Question II.c.
Make changes if necessary

4. Please provide additional comments and suggestions for this module.

You will find a "comment" question after every module.
Please feel free to:
add to the topic;
comment on the process;
future recommendations for this module's questions
Section B. Comprehensive Program Review Modules

Module B.1: Strategic Master Plan

1. Include one key word you would like to see in the College Mission Statement. *(LATTC Mission Statement: Provide our students and community with high-quality technical and professional educational options that flexibly meet their life-long career development and academic goals; foster a climate of life-long learning; prepare our students to participate effectively in our democratic society; and generate economic development with our educational, governmental, community, and business partners.)*

   For example: Student-centered

2. Include one key word you would like to see in the College Vision Statement. *(LATTC Vision for 2015: Los Angeles Trade-Technical College will be a global leader known for effectively incorporating leading-edge theories, proven educational practices, hands-on experiences and technology into its career technical and professional programs. LATTC graduates will be in high demand. Many will become community and business leaders and innovators.)*

   For example: Exciting

3. How does your Program support LATTC Core Competencies?

   **LATTC CORE COMPETENCIES (SLO):**
   - A. Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions.
   - B. Students will use visual, numerical, verbal, written, and practical skills to create useful and original products.
   - C. Students will demonstrate technical skills that meet industry and/or employment standards.
   - D. Students will demonstrate effective communication and comprehension skills.
   - E. Students will demonstrate ability to interface in a culturally diverse socio-economic environment.

   Explain how and what your program does for the students to obtain the skills needed to meet all or some core competencies.

4. How does your Program support the college’s Strategic initiatives? *(Appendix A)*

   Please refer to the Appendix A and find the Strategic Master Plan (SMP) initiatives that your program was able to connect too.

   Please explain if you used "other" option or if you could not connect.
5. **What priorities came out of your Program Review that should be addressed in the new Strategic Master Plan?**

   Please highlight any new priorities the college needs to focus on for the next 3 - 5 years.

6. **Where do you see your Program in 3 years?**

   Elaborate

7. **Where do you see your Program in 5 years?**

   Elaborate

8. **Where do you see your Program in 10 years?**

   Elaborate

9. **What are the over-arching themes coming out of your Program Review? (for example: economy impact, student preparedness, customer service)**

   Other examples: enrollment, space, technology, reduction in scheduling, growth

10. **How is your Program perceived by the external community?**

    How do you work with external organizations, companies, or colleges?

11. **How is your Program perceived by the college community?**

    How do you work with other departments, units, or programs at Trade.

12. **How is your Program perceived by the competitors?**

    Do you have any competitors? If yes, who and how?

13. **How does your Program want to be perceived by the external community, college community, and competitors?**

    Future activities and plans of your Program ...

14. **Please provide additional comments and suggestions for this module.**
**Section C. Annual Program Review Analysis Modules**

**Module C.1: Recommendations from Validations**

How has the Program addressed each recommendation from the previous Program Review? Please report on the status, timeline, and anticipated/implemented changes if follow-up was requested. You can find your Program Validation Recommendations on the USB flash drive provided.

### 1. Mission Statement Section - Recommendation Follow-up

Reply only to the recommendations that required a follow-up evaluation, marked "Yes" on the 4th question.

### 2. Data Section - Recommendation Follow-up

Reply only to the recommendations that required a follow-up evaluation, marked "Yes" on the 4th question.

### 3. Unit Planning & Budget Prioritization Section - Recommendation Follow-up

Reply only to the recommendations that required a follow-up evaluation, marked "Yes" on the 4th question.

### 4. Forms Section - Recommendation Follow-up

Reply only to the recommendations that required a follow-up evaluation, marked "Yes" on the 3rd question.

### 5. Please provide additional comments and suggestions for this module.
Module C.2: Reflection

1. Describe the improvements in the Program practice that you have implemented as a result of Program Review.

Elaborate on all your program’s achievements since Fall 2009.
For example: new equipment, new program, professional development activities, awards and commendations,

2. What are the positive and negative external factors that influenced the Program?
(Help- Examples: legislative or regulatory changes, disciplinary, changes in technology, accreditation recommendations, enrollment issues, advisory committee suggestions, etc.).

Report on Positive External Factors and
Report on Negative External Factors

3. What are the positive and negative internal factors that influenced the Program?
(Help- Examples: results of previous SLO’s/SAO’s assessment, IT data, changes in technology budgeting, and staffing resources, enrollment and/or facilities issues, etc.).

Report on Positive Internal Factors and
Report on Negative Internal Factors
Module C.3: Service Area Outcomes (SAO) and Student Learning Outcomes (SLO)

1. Does the Program/Unit have Service Area Outcomes (SAOs)?
   - Yes
   - No

2. Does the Program/Unit have Student Learning Outcomes (SLOs)?
   - Yes
   - No

3. List all Service Area Outcomes (SAOs).

4. List all Student Learning Outcomes (SLOs).

5. Does the Program/Unit SAOs align with LATTC Core Competencies?
   - Yes
   - No

6. How do the Program/Unit SAOs align with LATTC Core Competencies?

   LATTC CORE COMPETENCIES (SLO):
   - A. Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions.
   - B. Students will use visual, numerical, verbal, written, and practical skills to create useful and original products.
   - C. Students will demonstrate technical skills that meet industry and/or employment standards.
   - D. Students will demonstrate effective communication and comprehension skills.
   - E. Students will demonstrate ability to interface in a culturally diverse socio-economic environment.

   Aligned each of your SAO with the LATTC Core Competence using your Curriculum Map.
   For example:
   - SAO #1 - Aligned with A (low), C(high)
   - SAO #2 - Aligned with B (medium), C(low)

7. Does the Program/Unit SLOs align with LATTC Core Competencies?
   - Yes
   - No
8. How do the Program/Unit SLOs align with LATTC Core Competencies?

Aligned each of your SLO with the LATTC Core Competence using your Curriculum Map.
For example: SLO #1 - Aligned with A (low), C(high)
SLO #2 - Aligned with B (medium), C(low)

9. Is there a formal assessment plan for SAOs and SLOs?  Yes ☐  No ☐
10. How many SAOs have been assessed?
11. How many SLOs have been assessed?
12. What were the most important findings from the assessments of SAOs & SLOs?

Questions # 10 and # 11:
Only assessments with supported documentations are counted

Question # 12:
Elaborate on assessment findings

13. What changes will be made to address these findings? (e.g. changes to the program, services, instructional methods, or facility)?

Are you pleased with assessment findings?
Did the assessment findings show a need to implement changes?
Please elaborate on changes.

14. Will these planned changes necessitate a resource request? If yes, give a brief explanation.

Yes/No
For example: new equipment, technology upgrade, facility improvements, professional development

15. Please provide additional comments and suggestions for this module.
List All Staff who participated in this Program Review.

1. Provide names of all participants.
2. E-mail the Phase 1 file to the Department Chair (Do Not Click the Submit Button)
3. Start working on Phase 2 document

Program Manager/Supervisor:
Save and e-mail completed Phase 1 document to your Department Manager for review.
Now move to Phase 2: Section D. Annual Program Review Planning Modules

Department Manager:
Fill out your name & date of final approval, save, and email Phase 1 document to Marilyn Maine at mainemk@lattc.edu

Department Chairs - fill out box with name and date after final review and approval of Phase 1. Save and e-mail Phase 1 to mainemk@lattc.edu. (Do Not Click the Submit Button)

Thank you!!!

Important Reminder
Program Reviews 2010-11
Phases 1 and 2 are due:
October 29, 2010
## Appendix A

### Linkage to Strategic Plan, PR 2010-2011

**Instructions:** Each Program Review goal must link to one of the LATTC’s Strategic Plan Priority Initiative.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Initiatives &amp; Descriptions</th>
<th>Select</th>
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</thead>
</table>
| **Student Success**  | **Initiative:** Basic Skills  
*Provide a basic skills training program for students not prepared for college-level study or career technical education.* | SS – Basic Skills          |
| **Initiative:** Freshman Experience Program  
*Design and implement a model Freshman Experience program, emphasizing Personal Development classes and Assessments to help students become clear about their career goals, aspirations, and aptitude.* | SS – Freshman Experience |
| **Initiative:** Assist Students in Transition to Job Placement  
*Provide career support for current and alumni students to improve career prospects and maintain ongoing connections with the college.* | SS – Transition to Job Placement |
| **Initiative:** Program Review and SLOs  
*Continuous quality improvement.* | SS – PR & SLOs |
| **Initiative:** Implement Technology into Curriculum | SS – Tech. into Curriculum |
| **Initiative:** Student Success, Other | SS – Other |
| **Growth**           | **Initiative:** Bridges to Success Program  
*Expand the LATTC Bridges to Success program.* | Growth – Bridges to Success |
| **Initiative:** Meeting the Future Needs of the Community & Business Markets  
*Identify and address opportunities to enhance, grow, or develop programs to meet future needs of the LATTC community.* | Growth – Future Needs Comm. & Bus. Mkts. |
| **Initiative:** Expand Alternative Delivery Courses and Support  
*Expand and enhance distance education and off-hours course offerings and support.* | Growth – Alt. Delivery |
| **Initiative:** Marketing  
*Increase investment in a marketing program to research and understand the evolving needs of our target markets and to clearly communicate the benefits of LATTC to them.* | Growth - Marketing |
| **Initiative:** Global Outreach  
*Out-reach to the global communities through on-campus programs and distance education such as on-line programs and real-time audio-visual conference classes and labs.* | Growth – Global Outreach |
| **Initiative:** Foundation and Alumni Support to General Fund  
*Increase the Foundation and alumni support to college general funds.* | Growth – Foundation & Alumni Support |
| **Initiative:** Program Offerings and Cost Structures  
*Maximize and streamline our program offerings and their cost structures.* | Growth – Prgm. Offerings & Cost Structures |
| **Initiative:** Increase Capital  
*Increase capital, in-kind and operating fees from our business partners.* | Growth – Increase Capital |
<p>| <strong>Initiative:</strong> Growth, Other | Growth – Other |</p>
<table>
<thead>
<tr>
<th>Initiative: LATTCC Green Initiative</th>
<th>CBD – Green Initiative</th>
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<tr>
<td>Develop policies and programs to change the culture and contribution of our college for a sustainable future and to the rapidly expanding green economy.</td>
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<tr>
<th>Initiative: Community Outreach/Satellite Programs</th>
<th>CBD – Outreach/Satellite Programs</th>
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<tbody>
<tr>
<td>Develop a community education program and a community extension program to meet the emerging local community needs for access to basic skills education and leisure activities.</td>
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<th>Initiative: Business Outreach/Mobile Classroom Program</th>
<th>CBD – Outreach/Mobile Classroom Prgm.</th>
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<tbody>
<tr>
<td>Develop off-campus locations convenient for local businesses and students in the downtown area to provide short-term training in high-demand/wage occupations.</td>
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<tr>
<th>Initiative: Increase Outreach Efforts to Disconnected Youth</th>
<th>CBD – Outreach / DY</th>
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<tr>
<th>Initiative: Create College Going Culture in LATTCC Service Area</th>
<th>CBD – College Going Culture</th>
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<td>Provide new community education programs to improve the quality of life.</td>
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<th>Initiative: Community &amp; Business Development, Other</th>
<th>CBD – Other</th>
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<tr>
<th>Initiative: Communication &amp; Decision Making Processes</th>
<th>OD – Comm. &amp; Decision Making Processes</th>
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<td>Clarify and streamline our communication, decision-making, and shared governance processes to increase the sense of responsibility for the success of LATTCC and to maximize the input of stakeholder groups, including student, faculty, staff, and the community.</td>
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<tr>
<th>Initiative: Internal Operational Policies</th>
<th>OD – Internal Operational Policies</th>
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<td>Simplify the internal operational policies so that all are straight forward and understandable, minimizing red tape while maintaining our legal and fiduciary responsibilities.</td>
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<th>Initiative: Staff Development</th>
<th>OD – Staff Development</th>
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<td>Enhance the investment in the personal and professional development of faculty and staff.</td>
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<td>Develop and implement a long-term and adaptable technology plan to support efficiency in process, growth, communication, participation, and change.</td>
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<th>Initiative: Organization Development, Other</th>
<th>OD - Other</th>
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