



Southwestern Program Review ASG

Process

Program Review is a continuous process of collecting, evaluating, and using information to determine if and how well performance matches learning or service outcomes which occurs on at least a quadrennial basis. We gather evidence of student learning; discover the degree to which courses, programs, and administrative and educational support services accomplish intended outcomes; and probe the achievement of institutional projects, core themes, and mission. Southwestern conducts program reviews of all programs and services on a quadrennial basis (every 4 years) and uses the results of the assessments to enhance and improve current programs and services.

Resources

Program Review detailed instructions
[Report Documentation](#) – myLakerLink on the Resource Center tab

Program review consists of the following elements

- ✓ [Unit - Program Mission](#)
- ✓ [Unit – Program Operational Checklist](#)
- ✓ [Unit - Program Operational Outcomes](#) including indicators and thresholds for achievement
- ✓ [Outcome and Operational Quantitative Data](#) analysis
 - I. Quantitative Data
 - II. Financial Viability
 - III. Qualitative Analysis
 - IV. Mandatory Reporting and Compliance
 - V. Operational Policies, Procedures, and Processes
- ✓ Reflection of the data
- ✓ Projects planned based on evidence
- ✓ Association with core themes and other planning processes/projects
- ✓ Activity [Timeline](#)

All reports are available within myLakerLink and are located on the Resource Center tab. Links to all reports are located within each section title of this document. Program Review requirements for certain sections include multiple reports with additional links to the reports located within the specific section of the report.

Unit-Program Mission

To provide leadership opportunities that help to cultivate the overall experience of students and to provide programming that promotes retention, civic engagement, student development, diversity and events that echo the core themes of Southwestern.

Unit-Program Operational Checklist Analysis

- Review the checklist and self-assess the threshold level for each section
- Reflect on what has been accomplished, what needs to be enhanced, and what needs to be developed
- List the overall achievement
 - 11 were at a green level
 - 0 within the Mandatory Reporting and Compliance
 - 5 within the Policies, Procedures, Process
 - 1 within the Qualitative
 - 4 within the Resource and Staffing Review
 - 12 were at a yellow level
 - 0 within the Mandatory Reporting and Compliance
 - 2 within the Policies, Procedures, Process
 - 4 within the Qualitative
 - 6 within the Resource and Staffing Review
 - 3 were at a red level
 - 3 within the Mandatory Reporting and Compliance
 - 0 within the Policies, Procedures, Process
 - 0 within the Qualitative
 - 0 within the Resource and Staffing Review
- List plans to enhance and develop operational checklist items – add to project timeline

Unit-Program Operational Outcomes for Analysis

Operational Outcomes - Indicators – Threshold: Reviewed every 4 years

- **Provide student leadership opportunities to meet the needs of the diverse student community**
 - Measured by the number of events coordinated by student leaders each term (SI 22 – Activities and Events)
 - Green: GE 10 Yellow: Between 6-9 Red: < 6
 - Measured by the Event Survey for overall satisfaction of (on a scale from 1-5) (SI 38 – Student Satisfaction)
 - Green: GE 4 Yellow: Between 3 and 4 Red: Below 3
- **Promote retention, civic engagement and student development opportunities to meet the needs of the diverse student community**
 - Measured by the social media activities promoted by student leadership
 - Green: GE 5 where 250+ engage Yellow: Between 3 and 4 where 125+ engage
Red: < 3 where 125+ engage
 - Measured by ASG retention fall to fall combined with transfer rate (SI 48: Retention Rate)
 - Green: GE to first-time students Yellow: Between first-time student rate and 3% points below the first-time rate
Red: > 3% points below the first-time rate
 -
 - Measured by annual active club participation
 - Green: GE 20 Yellow: Between 14 – 19 Red: Below 14
 - Measured by the annual number of club meetings and hosting activities
 - Green: GE 6 Yellow: Between 3 and 5 Red: Below 3
- **Sustainable Resource Management**
 - Measured by the Staff FTE
 - Measured by the expenditures per club
 - Measured by the expenditures per student FTE

Analysis and Outcome Overview

Provide student event opportunities to meet the needs of the diverse student community

****Measured by the number of events held each term (SI 22 – Activities and Events)**

Green: GE 10 Yellow: Between 6-10 Red: < 6

We are in the green in this category. Based off of the numbers gathered last year we were at 24 events fall term, 23 winter term and 28 spring term. This looks great and the numbers are up when it comes to events showing that we are providing plenty of opportunities to students to get engaged outside of the classroom. You will see though based off of event surveys of the overall satisfaction that even with all the events going on our survey ratings are low.

****Measured by the Event Survey for overall satisfaction of (on a scale from 1-5) (SI 38 – Student Satisfaction)**

Green: GE 4 Yellow: Between 3 and 4 Red: Below 3

Out of the 75 events we had last year 45 of them had surveys completed by the student leaders at the end of the event. Our event satisfaction average was right at a 3 putting us in the yellow category. The numbers were trending from 1-5 basically based off of how many people attended. There were some smaller events that had low attendance that scored high but not many. This is showing us that it's not about the number of events but the quality. We can also see that events that have large prizes were well attended as well as events where everyone can participate are high.

We are looking at this trend and are looking to change our indicators to participation at events. We are also hoping to increase participation at events by focusing on larger events. A new indicator will be something along these lines

****Measured by the number of people that participate at the events (SI 38 – Student Satisfaction)**

Green: GE 200 Yellow: Between 150-200 Red: Below 150

Our goal is to provide events that if you do not attend you will feel like you truly missed out on the experience.

Promote retention, civic engagement and student development opportunities to meet the needs of the diverse student community

Measured by the social media activities promoted by student leadership

Green: GE 5 where 250+ engage Yellow: At least 3 where 125+ engage Red: < 3

We are in the red here. This year we have had one post that has reached 252 people, our next highest is 82 and after that we were averaging about 20 people reached for a post. One reason for this trend is we are using Facebook as our main resource and I don't think as many people are on

facebook anymore. We need to find different social media outlets, have games and prizes through social media events (ex. Scavenger hunts), look at getting and app

This indicator will have to change and might be one that we just go away from here within a year if we get an app that's students can download that will have all of the activities going on around campus on there. I am holding off on changing this indicator until we have a little more info on that app.

Measured by ASG retention fall to fall combined with transfer rate (SI 11: Completion? Or new?)

Green: GE to first-time students Yellow: no less than 3% Red: < 3%

I have one year of data on this so far. This will be an interesting one to track because based off of one year we are in the green. Out of 17 ASG members from last year; 10 graduated, 3 have returned for their sophomore years, 1 transferred, 2 are currently not attending college. My belief and hope is this is normal because students who reach out to get involved in student leadership roles I feel are usually academically driven. I will know more as I collect more data over the next few years. For now we will leave the indicators as they are.

Measured by annual active club participation

Green: 20+ Yellow: Between 14 – 19 Red: Below

I would say we are in the yellow but very close to being in the green. In the 2014/2015 school year we had 25 clubs to start the year, 22 of those attended fall clubs rush with 11 still around at the end of the year attending springs clubs rush. Of those 25 clubs we had active in 2014/2015 15 are currently active with members in them to start fall term this year. Four new clubs have started up or are back up this year after being absent for a year to give us a 19 clubs this year. The trend varies with clubs based off of the students interest but the clubs that remain in tack are the clubs that have strong advisors that are advertising and talking there clubs up. New clubs that are showing up without a real strong advisor are not consistent based off of club retention and participation. For now we will leave the indicators as they are.

Measured by the annual number of club meetings and hosting activities

Green: 6+ Yellow: 3+ Red: Below

We are in the green here and that is based off the fact that 15 clubs this year were also around last year. That's 15 clubs that have gotten there paper work and were at clubs rush recruiting students. Clubs are also doing activities whether it's small activities for themselves or some campus wide ones. Seven clubs last year put on campus wide events. For now we will leave the indicators as they are but will look to raise the threshold if the numbers continue for the next couple years.

Still working on sustainable outcomes indicators.

Program Project Timeline – All Projects

Activity Timeline that includes core theme association, staff lead responsibility, start and projected end dates, association with other planning activities (academic master plan, technology plan, facilities plan), association with instructional projects.

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
New recycle bins on campus	Sustainability	January 15	June 15	Sustainability	SP – S.2	Completed
2 community events a year	Activities	January 15	NA	Community engagement	SP – CE.1	
Get a safety phone on campus	ASG (ALL)	January 15	June 15	Sustainability	SP – S.2	Not yet completed. Looking into grants.
Add more rows as needed; right click – insert row below						

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