



Southwestern Program Review

Student life and activities

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 improve/enhance the life of students that attend SWOCC by advocating, serving, informing and by working to diversify the student community.

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
 - 8 were at a green level
 - 0 within the Mandatory Reporting and Compliance
 - 0 within the Policies, Procedures, Process
 - 1 within the Qualitative
 - 7 within the Resource and Staffing Review
 - 17 were at a yellow level
 - 3 within the Mandatory Reporting and Compliance
 - 7 within the Policies, Procedures, Process
 - 4 within the Qualitative
 - 3 within the Resource and Staffing Review
 - 0 were at a red level
 - 0 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 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 and 9 Red: < 6
 - Measured by the Event Survey for overall satisfaction of (on a scale from 1-5) (SI 38 – Student Satisfaction)
 - Green: GE 4.0 Yellow: Between 3.0 and 3.99 Red: Below 3.0
- **Provide information for entering students to increase student success**
 - Measured by the overall satisfaction on the Laker Welcome survey (SI 38 – Student Satisfaction)
 - Green: GE 4.0 Yellow: Between 3.0 and 3.99 Red: Below 3.0
 - Measured by student retention fall to fall of students who participated in Laker welcome and/or New Student Orientation (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
- **Sustainable Resource Management**
 - Measured by the staff FTE
 -
 - Measured by the expenditures to student FTE
 - Green: GE \$ Yellow: Between \$ - \$ Red: Below \$

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: 6+ 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: 3+ Red: Below 3-

Out of the 75 events we had last year 45 of them had surveys completed but 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 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.

Provide information for entering students to increase student success

Measured by the overall satisfaction on the Laker Welcome survey (SI 38 – Student Satisfaction)

Green: GE 4 Yellow: 3+ Red: 3-

I am currently very early on in this project and don't have the information to report back. It needs to start with me collecting the names of students who attended which we already do. I then will create an email list and email them a survey or I hope to do it by phone and text message within a few years. I want to distribute this around week 9 so students have time to understand what they think worked and what didn't. To help motivate students to complete this we will offer a \$100 gift card to a random person who completed the survey

Measured by student retention fall to fall of students who participated in Laker welcome and/or New Student Orientation (SI 11: Completion? Or new?)

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

Same with this one, I am very early on to have data. My plan will be to track students who attended fall to fall to see what their retention rates are.

Still working on the 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
MLK day event	Kyle Croy	April 15	January 16	Learning/achievement Community engagement	SP – CE.1 SP – LA.3	Yes
Easter egg hunt	Kyle Croy	January 15	March 15	Community engagement	SP – CE.1	Yes
Organize a debate for ASG elections	Kyle Croy	January 15	April 15	learning/achievement	SP – LA.3	No

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