. Please indicate which committee you are completing this form for.

- (●) Institutional Planning Committee (IPC; the Great Read)
- ( ) Committee on Teaching and Learning (CTL; Professional Development)

. Rubric Instructions:

• Please select between "Present" or "Not Present/Partially Present" to indicate whether the content is present within the Program Review.
• Provide comments in the text box provided.
• Select "ACCJC Exemplary Example" if you feel this submission is an excellent response to the Program Review prompt and should be noted as a model for accreditation purposes.

To help you complete the rubric, you may use the 2023-24 Program Review Form linked here.

. Select the Program you are reviewing:

Instructional Programs

Business and Management

. Student Services

. Academic Support and Learning Communities

. 1. Provide a brief description of the program and how it supports the following: CSM Mission and Values Statements; CSM Statement of Solidarity; CSM's Strategic Priorities; SMCCCD's Strategic Goals; CSM Forward 2028 - Education Master Plan.

Identify any factors, including federal, state, or local initiatives, that have impacted the program and the students served.

	Present	Not Present/Partially Present	ACCJC Exemplary Example

Alignment of program description with institutional plans and mission	☑	☐	☑
Identified any factors, including federal, state, or local initiatives, that have impacted the program and the students served	☑	☐	☑

. Please elaborate on any of your responses above.

Fantastic description of the program and any factors that have impacted students served since the previous program review.

a. 2a) Describe the results of your previous Program Review's action plan and identified equity gaps. Includes: previous goals, results achieved, changes implemented, plans still in progress, any notable or surprising results and outcomes.

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Description of results from previous Program Review	☑	☐	☐
Improvements made to address equity gaps	☑	☐	☐
Previous goals	☑	☐	☐
Results achieved	☑	☐	☐
Changes implemented	☑	☐	☐
Plans in progress	☑	☐	☐
Notable results and outcomes	☑	☐	☐

. 2b) Explain any curriculum or programmatic changes since last program review to specific courses, or to any discipline as a whole. This includes degree, certificate, or course sequences, program delivery or structure, etc.

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Curriculum changes	☑	☐	☐
Programmatic changes	☑	☐	☐
Delivery mode changes	☑	☐	☐
Teaching methodology changes	☑	☐	☐

. 2c) Discipline-level and SLO (Student Learning Outcomes) assessment/Student Services and SAO (Service Area Outcomes) assessment: Describe learning or area assessment plans implemented since last Program Review, including any activities undertaken to address equity or delivery mode gaps. Your summary should explain:

• SLO/SAO: What did the assessment focus on? Was it discipline/program/service-specific or interdisciplinary/a collaboration between programs or services? Why was it prioritized (e.g., equity issue, key

disciplinary issue, etc.)?
• Assessment results: What was the activity or intervention? What were the outcomes?
• Program improvements implemented: What did you learn from it?
• What changed?

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Summary of SLO assessment focus and prioritization	☑	☐	☐
Assessment results	☑	☐	☐
Program improvements implemented	☑	☐	☐
Changes	☑	☐	☐

. Please elaborate on any of your responses above.

Clear description of previous program goals and results achieved. Fantastic job with increasing enrollment and marketing of courses.

. 3a) Student population equity: Discuss any gaps in student success, persistence, satisfaction, utilization or enrollment across student populations (statistics provided for ethnicity, first-generation, age, gender and total enrollment), or student population served.

• Findings: What has changed from the previous program review?
• Analysis: What factors do you feel contribute to these gaps?
• Resources: If you were granted a resource request, please note what that was and the impact it had.
• Plans to address opportunity gaps: What has your program done to address these gaps? Include information on interventions implemented, any successes in closing gaps, and ongoing challenges.

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Discussion of equity data and actions to close equity gaps	☑	☐	☐
Findings	☑	☐	☐
Analysis	☑	☐	☐
Resources	☑	☐	☐
Plans to address opportunity gaps	☐	☑	☐

. 3b) Modes of Delivery equity: Discuss any gaps in student success, persistence, satisfaction, utilization or enrollment, and student population served across different delivery modes. Please comment on in person services/instruction vs hybrid services options/instruction vs completely online services/instruction.

• Changes since last Program Review: What has changed, in terms of gaps, since last program review?
• Analysis of gaps: What factors do you feel contribute to these gaps?
• Plans to address opportunity gaps: What has your program done to address these equity gaps? Include information on interventions implemented, any successes in closing gaps, and ongoing challenges

	Present	Not Present/Partially Present	ACCJC Exemplary Example

Discussion of student success data by mode of delivery	☑	☐	☐
In-person vs. hybrid vs. online discussion	☑	☐	☐
Analysis of gaps	☑	☐	☐
Plans to address opportunity gaps	☐	☑	☐

. 3c) Challenges and Opportunities: Describe any other particular challenges, opportunities, or other factors that impact the success of your program (e.g., natural or health disasters, assessing whether a degree program is meeting its learning outcomes, developing new degree programs or courses, adapting to a changing student population, keeping a flagging program alive, starting a learning community, resources, etc.).

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Description of challenges	☑	☐	☐
Description of opportunities	☑	☐	☐
Other factors that impacted the success of the program	☑	☐	☐

. Please elaborate on any of your responses above.

Good analysis of equity gaps present in both business and management courses. However, as a reader I would have liked more discussion on plans to address equity gaps among Black and Pacific Islander students. Improving access to the courses and campus in-person is a great start, but are there any plans to affect success rates through curricular or instructional changes? Similarly, with modality differences - are there any thoughts about or plans to address success differences between in-person and online modalities? Are there strategies within in-person courses that could potentially be replicated online?

. 4a) Discipline-level and SLO (Student Learning Outcomes) assessment/Student Services and SAO (Service Area Outcomes) assessment for 2023-2025: Describe learning or area assessment plans for this Program Review cycle, including any activities planned to address equity or delivery mode gaps. Your summary should explain:

• SLO/SAO: What will your assessment focus on? Is it discipline/program/service-specific or will it be interdisciplinary/a collaboration between programs or services? Why is it prioritized (e.g., equity issue, key disciplinary issue, etc.)?
• Assessment plan: What is the planned activity or intervention? Describe next steps and the timeline for your SLO/SAO assessment
• Resources for SLO/SAO assessment: What resources will you need to assess changes (i.e., PRIE support in the form of specific data, surveys, etc.)?

	Present	Not Present/Partially Present	ACCJC Exemplary Example
SLO/SAO assessment focus and prioritization	☐	☑	☐
Description of SLO/SAO assessment plan	☐	☑	☐
Resources for SLO/SAO assessment	☐	☑	☐

. 4b) Program goals: Based on your current review of your program's equity gaps, learning assessments and challenges and opportunities, identify specific goals and plans. Please note that whereas SLOs/SAOs involve assessing and measuring a specific skill or knowledge students will be able to do/understand upon successful completion of a course, program, service, and/or degree/certificate, program goals reflect overall aspects of your program or service you hope to improve.

Please note that closing equity gaps is a College-wide priority. If there are significant equity gaps in student success, persistence, satisfaction, utilization or enrollment, and student population served in your program, these should be addressed in at least one of your goals (see 3a and 3b).

For each goal, you should include: A brief description of the issue being addressed (equity gap, etc.), What actions you plan to take, what measurable outcomes you hope to achieve, a timeline, who is responsible, and what support you anticipate needing in order to achieve your goals and plans.

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Meaningful and ambitious goals for program related to improvement, innovation, and/or equitable student outcomes	☑	☐	☐
Actions	☑	☐	☐
Measurable outcomes	☑	☐	☐
Timeline	☑	☐	☐
Person(s) responsible	☑	☐	☐
Support needed	☑	☐	☐

Q28. Please elaborate on any of your responses above.

SLOs for each course should be assessed each semester. As a reader, I am interested in assessment findings from each course and whether results lead to any curriculum changes or programmatic changes.

. 5a) CE Only: Review the program's available labor market data, as applicable, and explain how the program meets a documented labor market demand.

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Description of program's available labor market data	☐	☐	☐
Explanation of how the program meets a documented labor market demand	☐	☐	☐

. 5b) CE Only: Summarize student outcomes in terms of degrees and certificates. Identify areas of accomplishments and areas of concern.

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Summary of student outcomes in terms of degrees and certificates	☐	☐	☐

Areas of accomplishments and concern	☐	☐	☐

. 5c) CE Only: Review and update the program's Advisory Committee information. Provide the date of most recent advisory committee meeting and outcomes of the meeting (updates, changes, new members, etc.).

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Date of recent advisory committee meetings and outcomes	☐	☐	☐

. 5d) CE Only: What strategies have you discussed in your recent Advisory Committee's meetings to meet the needs and challenges of getting people retrained and back to work?

	Present	Not Present/Partially Present	ACCJC Exemplary Example
Strategies discussed	☐	☐	☐

. Please elaborate on any of your responses above.

. Please use this space to include any additional comments for the Program Review author(s).

Great job overall. Good description of program and previous goals. As a reader, I would have liked more information on plans to address equity gaps noted, as well as how assessments may influence any overall changes to the program or program goals.

. List any PD completed (Q2, Q3), along with any observations the author provides about its impact.

This question was not displayed to the respondent.

. List any PD needs identified by the author (Q3, Q4, Q5), and the purpose provided.

This question was not displayed to the respondent.

. Based on the findings and planning (Q3, Q4, Q5), are there possible PD strategies not mentioned by the author?

This question was not displayed to the respondent.