Q1 ACCOMPLISHMENTS IN ACHIEVING GOALSHighly Developed: Exhibits ongoing and systematic evidence of goal achievement.Developed: Exhibits evidence of goal achievement.Emerging: Exhibits some evidence that some goals have been achieved.Initial: Minimal evidence that progress has been made toward achieving goals.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
All Respondents	0.00% 0	55.56% 5	44.44% 4	0.00% 0	0.00% 0	9	2.56

#	COMMENTS/FEEDBACK:	DATE
1	The goals were listed, but I didn't see evidence that they had been achieved.	7/11/2018 12:35 PM
2	Would like to see evidence that goals have been accomplished. Goals were outlined, and it is claimed that previously set goals were attained, but no evidence was presented, so this is scored at emerging based on the "yes" response with lack of evidence.	7/11/2018 11:43 AM
3	Goals may need to include specific dates of completion and statements of achievement should be qualified and quanitified.	7/10/2018 4:50 PM
4	I would have liked to have seen the evidence that they met goals rather than just a yes.	7/10/2018 2:27 PM

Q2 LABOR MARKET PROJECTIONHighly Developed: Thoroughly explains projected market demand and potential effects on program; presents highly developed plan to address projection.Developed: Explains projected market demand and discusses several possible actions to address projection.Emerging: Minimally explains projected market demand and lists one or two actions to address projection. Initial: Presents labor market demand without analysis/explanation and fails to list possible actions to address projection.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	22.22% 2	22.22% 2	44.44% 4	11.11% 1	0.00% 0	9	2.56

#	COMMENTS/FEEDBACK:	DATE
1	Projections for Oregon, but nothing for Klamath County.	7/11/2018 12:35 PM
2	This must be scored at initial because the review presents labor market demand but fails to provide a list of possible actions to address projection and states "no program adjustments are needed." If the state is expecting a relatively high growth (7.4%, which is 8x population growth), then one would expect enrollment to increase or at least the program to develop a substantial and detailed six-year plan for increasing enrollment.	7/11/2018 11:43 AM

| 3 | Should maybe get rid of answer for 2CI 2CII answers the question for demand for Graduates | 7/10/2018 10:16 AM |

Q3 RESOURCES: PROFESSIONAL DEVELOPMENTHighly Developed: Exhibits ongoing and systematic support of professional development opportunities.Developed: Exhibits support of regular professional development opportunities. Emerging: Evidence of intermittent professional development opportunities. Initial: Minimal evidence of professional development opportunities.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	11.11% 1	66.67% 6	22.22% 2	0.00% 0	0.00% 0	9	2.89

#	COMMENTS/FEEDBACK:		DATE
1	This department relies heavily on adjunct faculty. The lead attends an annual conference, but there is no evidence presented of adjunct faculty professional development; only the opportunities adjuncts can choose to take advantage of is presented. It might be advisable to begin tracking adjunct PD in this program if that is not already being done.		7/11/2018 11:43 AM

Q4 RESOURCES: FACULTY MEETING INSTRUCTIONAL NEEDSHighly Developed: Employs a sufficient number of highly qualified faculty to meet instructional needs.Developed: Employs an adequate number of qualified faculty to meet instructional needs. Emerging: Has a plan to employ an adequate number of qualified faculty to meet instructional needs.Initial: Faculty numbers and/or qualifications are insufficient to meet instructional needs.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	88.89% 8	11.11% 1	0.00% 0	0.00% 0	9	2.89

#	COMMENTS/FEEDBACK:	DATE
1	I am somewhat concerned that for two of the instructors, the degree attainment is unknow.	7/10/2018 2:27 PM
2	Not sure if we decided to mention Instructor names?	7/10/2018 10:16 AM

Q5 RESOURCES: FACILITIES AND EQUIPMENTHighly Developed: Facilities and resources meet current and future needs.Developed: Facilities and resources meet current needs.Emerging: Evidence of a plan to have facilities and resources meet current and future needs.Initial:

Minimal evidence that facilities and resources meet current and future needs.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	22.22% 2	66.67% 6	11.11% 1	0.00% 0	0.00% 0	9	3.11

#	COMMENTS/FEEDBACK:		DATE
1	Newly designed classroom space and state of the art technologies are avialable for this program.		7/10/2018 4:50 PM

Q6 EFFECTIVENESS: STUDENT LEARNING OUTCOMES ASSESSMENTHighly Developed: Exhibits ongoing and systematic SLO assessment to adjust instruction.Developed: Exhibits student learning outcomes assessment and uses results to change instruction.Emerging: Has a plan to engage in ongoing and systematic SLO assessment, including using results to change instruction.Initial: Minimal evidence of SLO assessment.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	22.22% 2	44.44% 4	33.33% 3	0.00% 0	0.00% 0	9	2.89

Q7 EFFECTIVENESS: STUDENT SUCCESSHighly Developed: Thoroughly analyzes trends in enrollment, degrees awarded, time-to-completion rates, and formulates comprehensive plans to address them.Developed: Describes trends in enrollment, degrees awarded, time-to-completion rates, and formulates plans to address them.Emerging: Describes trends in enrollment, degrees awarded, time-to-completion rates, and makes an attempt to plan to address them.Initial: Minimal description of trends and/or fails to formulate plan to address them.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	22.22% 2	44.44% 4	22.22% 2	11.11% 1	0.00% 0	9	2.78

#	COMMENTS/FEEDBACK:		DATE
1	According to appendix E, one student has completed.		7/11/2018 12:35 PM

2	The plan to address low enrollment and few degrees awarded is an attempt that needs to be significantly fleshed out and detailed with *very* specific timelines, detailed action items, lists of resources needed, lists of people involved, etc. Given the significantly low program enrollment and completion numbers, this program needs to take action immediately, especially given the employment projections. Two enrollment tasks per year may not be aggressive enough to increase enrollment. This should be the primary action item that results from this review.	7/11/2018 11:43 AM
3	Plan should include dates/times and deliverables. Goals should include # of students being served and completion/retention rates.	7/10/2018 4:50 PM

Q8 BUDGETHighly Developed: Financial resources meet current needs and are projected to meet future needs.Developed: Financial resources meet current needs. Emerging: Evidence of a plan to acquire financial resources to meet current needs.Initial: Minimal evidence that financial resources meet current needs.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	77.78% 7	22.22% 2	0.00% 0	0.00% 0	9	2.78

Q9 STRENGTHS AND WEAKNESSESHighly Developed: Strengths and weaknesses are described accurately and thoroughly.Developed: Most strengths and weaknesses are described accurately and thoroughly.Emerging: Some strengths and weaknesses are described accurately and thoroughly.Initial: Minimal evidence that strengths and weaknesses are described accurately and thoroughly.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	33.33% 3	33.33% 3	33.33% 3	0.00% 0	0.00% 0	9	3.00

#	COMMENTS/FEEDBACK:	DATE
1	Would like to see strategic goals to address weakness or perhaps rewrite weakness.	7/10/2018 10:16 AM

Q10 NEW GOALS AND PLANHighly Developed: Multiyear planning process with evidence of use of assessment data in planning.Developed: Multiyear planning process with some assessment data.Emerging: Short-term planning process recently implemented.Initial: Minimal evidence of planning process.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	11.11% 1	44.44% 4	44.44% 4	0.00% 0	0.00% 0	9	2.67

#	COMMENTS/FEEDBACK:		DATE
1	Short-term planning process. May have been implemented fairly recently. Plan, especially regarding enrollment, needs to be more specific and actionable.		7/11/2018 11:43 AM

Q11 OVERALL PROGRAM EVALUATIONHighly Developed: Evidence of ongoing systematic use of planning in selection of programs and services.Developed: Program exhibits evidence that planning guides program and services selection that supports the college.Emerging: There is evidence that planning intermittently informs some selection of services to support the college.Initial: Minimal evidence that plans inform selection the of services to support the college's mission.

Answered: 9   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	11.11% 1	77.78% 7	11.11% 1	0.00% 0	9	3.00

#	COMMENTS/FEEDBACK:		DATE
1	Some aspects of this program such as facilities, technology, advisory groups and state wide work groups are highly developed and some areas are emerging.		7/10/2018 4:50 PM

Q12 Should this academic program review be accepted by CIIC or sent back to the program lead for further work?

Answered: 9   Skipped: 0

ANSWER CHOICES	RESPONSES	
Accept program review document	100.00%	9
Send back to program lead	0.00%	0
TOTAL		9

Q13 Please highlight the strengths of the program.

Answered: 9   Skipped: 0

#	RESPONSES	DATE
1	The program fits a labor demand in our region. The program integrates well with other programs at KCC.	7/12/2018 7:57 AM
2	Most of the classes required are used in other programs	7/11/2018 12:35 PM

3	Technology resources, projected job growth, qualified instructors.	7/11/2018 11:43 AM
4	Mix of full time faculty and part time faculty that teach your program classes. Expertise and supports of statewide AOP group. Limited number of specialty classes reduces overall program costs.	7/10/2018 4:50 PM
5	It's flexibility and applicability to other programs	7/10/2018 2:27 PM
6	State wide program reach.	7/10/2018 10:16 AM
7	This is a very thorough report and shows and understanding of the current economic climate that is associated with the program.	7/10/2018 9:43 AM
8	In Oregon, there has been an increase in administrative assistant jobs.	7/3/2018 4:55 PM
9	Knowledgeable instructors, the variety of coursework means students take courses with many full-time faculty and program leads. The program clearly adjusts and makes changes based on Course Learning Outcomes assessments.	7/3/2018 4:21 PM

Q14 Please outline weaknesses of the program.

Answered: 9   Skipped: 0

#	RESPONSES	DATE
1	Low program enrollment causes sustainability issues in the long term.	7/12/2018 7:57 AM
2	Uses outdated course materials, low enrollment, low program completions.	7/11/2018 12:35 PM
3	Enrollment. Immediate and decisive action is needed to address low enrollment and few degrees awarded. Plan should include *very* specific timelines, detailed action items, lists of resources needed, lists of people involved, etc.	7/11/2018 11:43 AM
4	Low enrollment. Program needs remarketing/tageting efforts. Goals need to be specific, measurable and need to list completion dates.	7/10/2018 4:50 PM
5	This is a very small program, and the cost margin isn't great	7/10/2018 2:27 PM
6	some narratives didn't have supporting documentation.	7/10/2018 10:16 AM
7	NA	7/10/2018 9:43 AM
8	The student labs and tutorials are outdated.	7/3/2018 4:55 PM
9	Low enrollment and competition with other programs, outdated instructional materials.	7/3/2018 4:21 PM

Q15 Please make recommendations for program improvement.

Answered: 9   Skipped: 0

#	RESPONSES	DATE
1	Potentially some Workforce Development (CE) students could be marketed to after completing one course to come to KCC for a one year certificate or associates degree.	7/12/2018 7:57 AM
2	Structured professional development. List career opportunities in Klamath County. Update course content to currently available software.	7/11/2018 12:35 PM
3	Consider working much more closely with Business Administration and Health Information Management. This program should considering changing substantially if program enrollment cannot be increased. The program could be combined with Business and/or HIM or some other morphing could help. Perhaps it should become a GenEd department with the current lead continuing and the degree suspended?	7/11/2018 11:43 AM

4	Update a certain number of classes on a cyclical rotation so that you are not trying to update all of your classes in one or two years. Develop pathways to completion. Partner with CE to develop workforce pathways to employment.	7/10/2018 4:50 PM
5	This program clearly needs to grow if it is going to be sustainable.	7/10/2018 2:27 PM
6	would like strategic goals to address some weakness	7/10/2018 10:16 AM
7	NA - I feel the work that the Lead has identified the areas needed for improvement and has outlined goals to get there.	7/10/2018 9:43 AM
8	Time compensation for the tasks outlined to update the curriculum.	7/3/2018 4:55 PM
9	Keep looking for data related to employment attainment.	7/3/2018 4:21 PM

Q16 Please enter your name.

Answered: 9   Skipped: 0

#	RESPONSES	DATE
1	Bill Jennings	7/12/2018 7:57 AM
2	Paul	7/11/2018 12:35 PM
3	Franklin Clark	7/11/2018 11:43 AM
4	Jamie Jennings	7/10/2018 4:50 PM
5	Jeanne LaHaie	7/10/2018 2:27 PM
6	Chris Stickles	7/10/2018 10:16 AM
7	Edis	7/10/2018 9:43 AM
8	Elizabeth White-Hurst	7/3/2018 4:55 PM
9	Alex Jenner	7/3/2018 4:21 PM