



Pikes Peak State College (PPSC) Educational Procedure

EP 200 B – 5-Year Comprehensive Program Review Report Template (Program Self-Study Report for Programs with 3rd party Accreditations)

Originated:

February 2025

Revised:


n/a

References:

CCCS Policies & Procedures: BP 9-47 – Review of Existing Programs & SP 9-47 – Program Review and Evaluation.

Approved By:

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Jacquelyn Gaiters-Jordan (Mar 14, 2025 12:59 MDT)
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03/14/2025
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I. Purpose:

The Program Review process is a comprehensive review of the effectiveness of a college program. It is a continuous process involving faculty and college leadership which ascertains instructional goals, and the mission of the college. This process also ensures programs continue to meet certification and accreditation requirements. Program review should provide the information needed to make informed decisions regarding program maintenance, enhancement, or restructuring, as well as the allocation of resources.

This review template merges an abbreviated college-wide data review and analysis **in addition to third party accreditation** reports and results.

II. Scope:

This procedure applies to the state system community colleges.

III. Procedure:

Department [Insert here]

5-Year Comprehensive Program Review Report Template

Program Self-Study Report for Programs with 3rd party Accreditations

Submitted by

[Insert name and title here]

Submission date

[Insert mm/dd/yyyy here]

Link to Department website

[Insert here]

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Program Review Self-Study Report

Executive Summary

Please complete the following overview:

- Accreditation Body:
- Date of last Site Visit:
- Results of last Site-Visit:
- Attach in Section VI:
 - Most Recent Accreditation Self-Study
 - Most Recent Accreditation Response Report
 - Most Recent Accreditation Award Letter
 - Annual Reports, as applicable
 - Reporting Name Here:
- Type of degrees offered (AAS, AGS, BAS, degree with designations), or non-degree department courses:
- Department Chair:
- Number of full-time faculty:
- Number of part-time faculty:
- Other employed program support personnel:

Section I: Program Details

Populate the following table with department courses. All data for tables is provided by the Institutional Effectiveness (IE) Office **unless otherwise specified**.

Table 1: Teaching load of Instructors vs full-time Faculty.

<i>Item</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>
<i>Number of sections taught by instructors</i>					
<i>Number of sections taught by faculty</i>					
<i>Total number of sections</i>					

- Describe the process for Chair appointment, the amount of time the current chair has served, and the department's transition plan for future chairs:
- List all other employed program support personnel and their title. Include work studies, tutors, program-specific admins, etc.

Populate the following table with annual FTE, seat count, and headcount.

Table 2: Annual FTE, seat count, and headcount.

<i>Item</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>
<i>FTE</i>					
<i>Seat Count</i>					
<i>Head Count</i>					

Populate the following table with annual FTE from High School students (if applicable).

Table 3: High School FTE (includes all High School students).

<i>Item</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>
<i>Total Annual High School FTE</i>					
<i>% of Annual FTE from HS students</i>					

Populate the table with number of sections offered at High School campuses (if applicable).

Table 4: Number of sections offered at each High School location.

<i>Course Name & Number</i>	<i>HS Location</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>

Populate the following table with program completion data (**last row to be completed by the department**).

Table 5: Program Completion.

<i>Item</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>
<i>Number of Bachelor Degrees Awarded</i>					
<i>Number of Associate Degrees Awarded</i>					
<i>Number of Certificates Awarded</i>					
<i>Number of Professional Certifications Awarded</i>					

Course Offerings

- If the department has adjusted course offerings over the last 5 years, discuss why the changes were made, what changes were made, and what data/information was used to justify them. Did the changes achieve the desired outcome?
- Discuss all delivery formats in which students can complete the program (i.e. day only, evening only, online-only, etc.).

Populate the following table with the number of sections offered each year.

Table 6: Number of Section Offerings.

<i>Course Number & Title</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>

Populate the following table with the various offerings of courses by time or modality.

Table 7: Course Offerings by Time or Format.

<i>Course Number & Title</i>	<i>Day</i>	<i>Evening</i>	<i>Weekend</i>	<i>Online</i>

- Discuss which degrees may be completed through each of these formats

Populate the following table with data showing the number of courses offered by campus and attendance for the past Academic Year (AY).

Table 8: Number of Course Offerings by Campus.

<i>Course Name & Number</i>	<i>CC</i>	<i>RRC</i>	<i>DTC</i>	<i>CHES</i>	<i>Online</i>	<i>HS Locations</i>	<i>Other</i>

Section II: Key Performance Indicators

Course Success Rates

Populate the following table with pass rate data.

Table 9: Pass rate by Course (A, B, C, S, P).

<i>Course Number, Title & Modality</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>

- Discuss any significant trends and potential improvements:

Student Retention

Populate the following table with withdraw data.

Table 10: Withdraw Rates by Course.

<i>Course Number & Title</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>

- Discuss any significant trends and potential improvements:

Transfer and Articulation Agreements

- List all institutions (secondary and higher education) with which your department holds transfer agreements.
- Indicate which institutions are the highest destination locations for your students (if no data is readily available at the program level, please contact the IE Office):

Student Demand

Populate the following table with student demand data.

Table 11: Average Class Size & Fill Rate by Program (at end of term).

<i>Item</i>	<i>Current AY</i>	<i>Year-2</i>	<i>Year-3</i>	<i>Year-4</i>	<i>Year-5</i>
<i>Number of Sections</i>					
<i>Average class size</i>					
<i>Fill rate</i>					

- If fill rates are low, provide an analysis as to why (e.g. identify semester and courses that may cause lower fill rates for programs, industry and/or system level changes, etc.):
- Identify courses that had to be cancelled or were in threat of being cancelled due to low fill rates. Provide an analysis as to what you perceive the cause to be (e.g. modality, campus/location offered, semester/time of day it was offered, industry and/or system level changes, etc.):
- What actions, if any, does the department plan to take based on the assessment of current/future demand:

Section III: CTE Programs (if applicable to your program)

Advisory Boards

Provide an advisory board narrative of the overarching recommendations, and an ACTIVE advisory board membership roster. Advisory Roles includes the following: Chair (an industry representative), Members, Administrator (typically the Dean or Chair), and a student or alum of a CTE Program.

Gainful Employment

Provide a forecast of Gainful Employment (i.e. Gateway, ONet, Lightcast, etc.):

Evidence of placement

Populate the following table with student completer data (VE 135).

Table 12: Student Completer Data.

<i>Academic Year</i>	<i>Students Completed</i>	<i>Students Responded</i>	<i>% Employed (Total)</i>	<i>% Employed (in related field)</i>	<i>% Employed (in Unrelated field)</i>	<i>% Students Continuing Education</i>	<i>% *Total "Positive Placement"</i>
<i>Current AY</i>							
<i>Year 2</i>							
<i>Year 3</i>							
<i>Year 4</i>							
<i>Year 5</i>							
<i>5-Year Avg</i>							

- Provide a narrative regarding VE 135 data:

Section IV: Proposed Department Future Plans

After reviewing all the extensive data in this report, determine goals/actions for the next 5 years for the department/program considering strengths (what does the program do well?) and opportunities (how can the program grow/edit to meet student needs?):

Below, please outline specific action items and steps the department plans to undertake in the next 5 years. For each year, complete the following items:

- Label the academic year
 - a. Declare action items or goals with specific details
 - b. Indicate who will lead these action items
 - c. Provide a timeline for achieving these action items
 - d. Discuss resources needed to accomplish the program goals

Section V: Division Leadership Reflection

Evidence of Cost Effectiveness of the Department/Program

- Characterize the cost-effectiveness of the program with consideration to the unique needs of the discipline or its methods of instruction:
- List any current and potential grant funding (includes Perkins):

Student Feedback

- Provide general observations on student course evaluation trends to improve instruction:
- Provide any additional comments and reflections on the state of this program:

Section VI: Supporting Documentation

- Provide data from Graduation Survey data tables
- Finalized 5 Year Goals with signatures
- Most Recent Accreditation Self-Study
- Most Recent Accreditation Response Report
- Most Recent Accreditation Award Letter
- Annual Reports, as applicable










EP 200 B 5-yr Program Review_3rd Party Accreditations 3.13.25

Final Audit Report

2025-03-14

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