### Comprehensive Program Review Form

#### Division:
- Admissions and Records

#### Contact person:
- Rosalie Torres

#### Extension:
- 7612

#### Validation Date:
- 5/19/2011

#### Comprehensive Program Review Year:
- 2010-2011

#### Validation Team:
- Lead Monica Moreno, Donna Ayers, Robert Crossley

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**I. Does the Program Review provide in-depth information regarding the program?**

Program review was conducted every year since 2007. The last update was made for the year 2010-2011. The review indicated changes from the initial program review to the current year. The Program Review is adequately completed. The recommendations are wrongly labeled as 2011-2012 recommendations were really for 2008-2009. The PR refers to SLO’s and this year student services were to create and measure SAO, Student Area Outcomes.

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**II. Does the Program Review provide evidence of program effectiveness?**

Yes, the program review provides some evidence of program effectiveness. Students are more technologically savvy and are using the internet for information and request. Admissions therefore students their registration date electronically. The recommendations for 2008-2009 stated that there was very little planning when considering the economic climate as well as the planning of the new SS building. Please there were no objections for their divisions. The PR has thus been updated and has included their plan to ask for more money by method of the operational plan and substantiated by the current PR. Although a new SS building is scheduled to be built there is still an issue with space for files. As for the objections of the division it was clearly stated in the new PR format.

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**III. How was the evidence measured for effectiveness?**

A survey was conducted in May 2010.

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**IV. Recommendations**

It is recommended that the Admissions and Records Program Review include some method of staff training for staff.

It is also recommended that a survey be completed by more students. 40 students filled out the survey at a campus with 9700 plus students. Survey should be filled out by at least 15% of the student population.

Lastly, it is recommended that since students are now more comfortable with technology the program review should include other methods the division can improve program effectiveness using technology.