Annual Program Review Update & Action Plan – Fall 2017
Data Review & Reflection

Overview & Instructions
The data review process is intended to provide a foundation for planning activities by linking learning outcomes data, student achievement data, and factors outside the college to the annual resource prioritization and allocation process. The reflection questions can be used to identify emerging issues that may need to be addressed through a resource allocation request.

1. To begin, select the data sources (from the list on page 2) that are relevant for your unit/department. Links to common data sources have been provided. Review and discuss the data with others in your area.

2. As you review the data, use the following questions to guide reflection and dialogue. Refer to MPC's list of relevant student subpopulations for clarification when needed.

   - What trends, patterns, and/or gaps do you notice? Are there any patterns for specific subpopulations of students?

   - What factors may be contributing to these trends, patterns, and/or gaps, particularly for any specific subpopulations of students that may be affected?

   - What factors and/or trends in the external environment do you see (e.g., new state mandates, Chancellor's Office initiatives, labor market changes, shifts in industry, etc.)?

   - How might these external factors and/or trends affect your unit/department? Will any of these factors or trends have a disproportionate effect on specific subpopulations of students?

   - What implications do these trends have for your unit/department's current goals and/or action items? What new goals or action items might need to be added to the Annual Program Review Update Action Plan to address these implications?

   - What other general observations or questions (if any) do you have about the data?

3. Document your unit/department's responses to the reflection questions using the space provided on page 3 of this form.

4. Upload your completed form to your unit/department's Annual Program Review Update folder on Google Drive. This is a shared folder, visible to you, your Division Chair/Manager, Dean, and PRIE Office staff.

Next Steps
Once you have completed the Data Review form, begin updating the Annual Program Review Update & Action Plan spreadsheet in your unit/department's Annual Program Review Update folder on Google Drive.

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Departmental Information

Unit/Department Name:	Name of Unit/Department Contact:

Data & Information Discussed for this Review

Indicate which data/information sources your unit/department examined and discussed as part of this review. It is unlikely that all of these sources will be relevant for every unit/department – only select those that are relevant for your unit/department. Links to data sources have been provided where possible.

Results of learning outcomes assessment (i.e., SLOs, PLOs, GEOs)
(Available in your Annual Program Review Update folder in Google Drive, if applicable)

Results of service area outcomes assessment (i.e., SAOs)

5-year Enrollment Trends

Student Demographics Trends

Course Retention & Success Trends

Degree & Certificate Completion Trends

Scheduling & Enrollment Management data
(Available from EMS)

CTE Launchboard Data
(Requires a CalPASS Plus account to access. Click here to request access if you do not have an account or contact the PRIE Office at prie@mpc.edu for assistance.)

Review of external mandates or initiatives (e.g., legislation, Chancellor's Office initiative, etc.)
Please specify:

Survey Results
Please specify survey instrument(s) discussed:

Other data relevant for the unit/department (E.g., staffing data, technology use/refresh data, facilities use data, departmental data about number of students served, etc.)
Please specify:

Data Review & Reflections

After reviewing your unit/department's data, provide brief responses to the reflection questions below. Please consider specific student subpopulations wherever relevant and possible.

1. What trends, patterns, and/or gaps do you notice? Are there any patterns for specific subpopulations of students?

2. What factors may be contributing to these trends, patterns, and/or gaps, particularly for any specific subpopulations of students that may be affected?

3. What factors and/or trends in the external environment do you see (e.g., new state mandates, Chancellor's Office initiatives, labor market changes, shifts in industry, etc.)?

4. How might these external factors and/or trends affect your unit/department? Will any of these factors or trends have a disproportionate effect on specific subpopulations of students?

5. What implications do these trends have for your unit/department's current goals and/or action items? What new goals or action items might need to be added to the Annual Program Review Update Action Plan to address these implications?

6. What other general observations or questions (if any) do you have about the data?