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| **ALIGNMENT WITH THE COLLEGE MISSION** |

**College Mission**

Sauk Valley Community College is an institution of higher education that provides quality learning opportunities to meet the diverse needs of its students and community.

**College Vision**

Sauk Valley Community College will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

**Program Mission**

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| To provide high quality non-traditional learning opportunities in the areas of public seminars, career training, specialized classes, trips, theater, and speakers for groups and individuals. |

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| **VIABILITY COMPONENT**  The viability component focuses on quantitative analysis and the need for the program. |

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| **SECTION A: ENROLLMENT & COMPLETION DATA**  Resources: Annual reviews  Enrollment & completion data  Operational Plans |

Cross-disciplinary areas differ from other instructional programs in the types of programs and services that are offered, the basis for determining success, and what is generated by enrollment. In this section you are to identify and insert into **Table 1**, the primary programs offered and the pertinent viability components. Note: You will track and report on the same items in future annual reviews and program reviews.

1. Identify all of the primary programs of the cross-disciplinary area (i.e. ABE, ESL, customized training, public workshops, etc) and create a table for each program.
2. What constitutes a successful student completion (i.e. passing grades, post-test scores, etc)? In the table, replace *Successful Completions* with this term. Add rows if there are multiple ways to determine successful completion.
3. What does the program generate (i.e. credit hours, units of instruction, income, etc)? In the table, replace *Generation* with this term. Add rows if there are multiple items that are generated.
4. Insert annual data to complete each table.

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| **Table 1** | | | | | | | |
| Program: Commercial Truck Driving | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment | 15 | 15 | 17 | 38 | 38 | 123 |
| b | *Successful completions* | 15 | 15 | 17 | 37 | 37 | 121 |
| c | *Credit Generation* | 105 | 105 | 143 | 344 | 342 | 1,039 |
| d | Income | 44,250 | 44,250 | 56,750 | 133,500 | 133,000 | 411,750 |
| e | Expenses | 39,975 | 39,975 | 48,275 | 111,250 | 110,200 | 349,675 |
| f | Net (income – expenses) | 4,275 | 4,275 | 8,475 | 22,250 | 22,800 | 62,075 |
| **Table 1** | | | | | | | |
| Program: Professional Development (Food Service, Home Inspection, HRS, etc.) | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment |  | 303 | 275 | 190 | 205 | 973 |
| b | *Successful completions* |  | 303 | 275 | 190 | 205 | 973 |
| c | *Credit Generation* |  | 193.5 | 231.5 | 190 | 110.5 | 725.5 |
| d | Income |  | 30,120 | 35,578 | 17,113 | 53,884 | 136,695 |
| e | Expenses |  | 14,357 | 20,951 | 9,005 | 41,702 | 86,015 |
| f | Net (income – expenses) |  | 15,763 | 14,627 | 8,108 | 12,182 | 50,680 |
| **Table 1** | | | | | | | |
| Program: Personal Development (leisure classes) | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment |  | 376 | 606 | 508 | 677 | 2167 |
| b | *Successful completions* |  |  |  |  |  |  |
| c | *Generation* |  |  |  |  |  |  |
| d | Income |  | 15,764 | 26,377 | 24,963 | 31,492 | 98,596 |
| e | Expenses |  | 9,994 | 15,121 | 16,115 | 17,791 | 59,021 |
| f | Net (income – expenses) |  | 5,770 | 11,256 | 8,848 | 13,701 | 39,575 |
| **Table 1** | | | | | | | |
| Program: Computer Classes | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment |  | 106 | 137 | 187 | 165 | 595 |
| b | *Successful completions* |  | 106 | 137 | 187 | 165 | 595 |
| c | *Credit Generation* |  | 49.5 | 73 | 93.5 | 81 | 297 |
| d | Income |  | 8,730 | 12,268 | 15,895 | 14,209 | 51,102 |
| e | Expenses |  | 6,411 | 6,329 | 8,291 | 7,785 | 28,816 |
| f | Net (income – expenses) |  | 2,319 | 5,939 | 7,604 | 6,424 | 22,286 |
| **Table 1** | | | | | | | |
| Program: Youth | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment | 396 | 323 | 408 | 277 | 153 | 1507 |
| b | *Successful completions* |  | 323 | 408 | 277 | 153 | 1507 |
| c | *Generation* |  |  |  |  |  |  |
| d | Income |  | 9,207 | 6,800 | 11,897 | 4,181 | 32,085 |
| e | Expenses |  | 7,678 | 4,641 | 10,288 | 2,728 | 25,335 |
| f | Net (income – expenses) |  | 1,529 | 2,159 | 1,609 | 1,453 | 6,750 |
| **Table 1** | | | | | | | |
| Program: Seniors | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment |  | 77 | 244 | 324 | 89 | 734 |
| b | *Successful completions* |  | 77 | 244 | 324 | 89 | 734 |
| c | *Generation* |  |  |  |  |  |  |
| d | Income |  | 4,728 | 8,563 | 11,550 | 3,044 | 27,885 |
| e | Expenses |  | 2,366 | 5,526 | 9,887 | 3,142 | 20,921 |
| f | Net (income – expenses) |  | 2,362 | 3,037 | 1,663 | (98) | 6,964 |
| **Table 1** | | | | | | | |
| Program: Trips | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment |  | 70 | 112 | 56 | 65 | 303 |
| b | *Successful completions* |  | 70 | 112 | 56 | 65 | 303 |
| c | *Generation* |  |  |  |  |  |  |
| d | Income |  | 1,849 | 3,153 | 2,162 | 2,041 | 9,205 |
| e | Expenses |  | 1,847 | 1,738 | 1,339 | 1,164 | 6,088 |
| f | Net (income – expenses) |  | 2 | 1,415 | 823 | 877 | 3,117 |
| **Table 1** | | | | | | | |
| Program: Online | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment | 88 | 80 | 129 | 51 | 70 | 418 |
| b | *Successful completions* |  |  |  |  |  |  |
| c | *Generation* |  |  |  |  |  |  |
| d | Income |  | 6,364 | 8,273 | 4,539 | 6,230 | 25,406 |
| e | Expenses |  | 4,094 | 5,279 | 2,652 | 3,640 | 15,665 |
| f | Net (income – expenses) |  | 2,270 | 2,994 | 1,887 | 2,590 | 9,741 |
| **Table 1** | | | | | | | |
| Program: Four Year Totals (including any misc.) | | | | | | | |
|  | | FY04 | FY05 | FY06 | FY07 | FY08 | Total |
| a | Enrollment |  | 1975 | 3,828 | 4,083 | 5,753 | 13,664 |
| b | *Successful completions* |  |  |  |  |  |  |
| c | *Credit Generation* |  | 363.5 | 574.5 | 750.5 | 649.0 | 2337.5 |
| d | Income |  | 140,242 | 192,613 | 224,644 | 255,611 | 672,868 |
| e | Instructor Expenses |  | 90,964 | 122,433 | 163,957 | 187,092 | 473,482 |
| f | Supply Expenses |  | 12,112 | 7,664 | 4,026 | 5,262 | 16,952 |
| g | Net (income – expenses) |  | 37,163 | 62,514 | 56,658 | 63,256 | 182,428 |
| h | Income with Apportionment |  | 58,706 | 96,533 | 100,681 | 101,624 | 298,838 |

1. Describe a) the five-year enrollment trends, and b) results of the efforts to increase enrollment that were implemented since the last program review, for each program.

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| CDL:   1. CDL - The student average is approximately 38 students per year. The average number of students has leveled off and should stay between 35-40 annually. 2. CDL - By changing from Scott Community College to IVCC for instruction, we were able to offer more classes. The result was that our annual enrollment average increased from 16 to 38 students.   Professional Development:   1. Food Service numbers have been declining but the program is still profitable. Other businesses are offering this program. 2. Food Service - course flyers are mailed to the local restaurants. 3. Paralegal - enrollment numbers decreased each semester. 4. Paralegal - program dropped due to low numbers. Instruction became more telecourse oriented resulting in the student/institution being dissatisfied with the program. Local attorneys were not hiring graduates out of this program. 5. Polygraph - enrollment numbers were down but still viable. 6. Polygraph - program dropped due to instructor/equipment moving. Too costly to replace. 7. Management Classes - the trends for these types of classes is inconsistent. Sometimes they do well and others we can not get enough enrollment. 8. We have cut back on management class offerings.   Personal Development:   1. The classes tend to be very successful the first semester and then interest declines as time goes on. We average between 500-700 students per year and this seems to be where we will be in the future. Offering more classes did not equate to significantly higher enrollment. 2. We drop low enrollment classes and add new ones. We have averaged at least 20 new offering each semester.   Computer Classes:  a) Enrollment has stayed steady at approximately 150 students per year.  b) New classes were added as new programs were introduced to the public.  Youth:   1. Enrollment figures have dropped due to reorganizing College for Kids but have leveled out to approximately 50 students per year. 2. Youth programs are low revenue generators and are not usually worth the large amount of time and responsibility. We changed the major summer program to having local museums come to the college to offer camps as opposed to offering a large amount of short classes.   Seniors:   1. Senior programs have had a low enrollment with the exception of computer classes. The computer classes have a large amount of repeat students that may or may not be comprehending the programs. 2. Due to the cost, we have eliminated senior programming.   Trips:   1. The trips are not high revenue generators but are easy programs to run. 2. We started offering trips to the general public through Mayflower Tours. Decent revenue for a small amount of effort.   Online:   1. Online enrollment has dropped but is still profitable for the small amount of effort to run the program. 2. Marketing has fallen off on this program. |

1. Describe a) the five-year successful completions trends, and b) results of the efforts to improve successful completions that were implemented since the last program review, for each program.

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| 1. CDL: licensed all but 2 students.   FOD 105: licensed all students that completed the course.   1. CDL: IVCC works with the students if they fail their state exam until they pass or exceed the maximum tries. |

1. Describe a) the five-year generation trends, and b) results of the efforts to increase generation that were implemented since the last program review.

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| 1. CDL: program has leveled out at 35-40 students per year. Computer: enrollment has dropped slightly since there hasn’t been a significant change in programs. Youth: low enrollment. Dropped all classes except the Dixon YMCA home school gym & swim program, the kids kick boxing and yoga, and summer program. Senior: low enrollment and low profit. Classes were not meeting their enrollment needs to be fiscally sound. One class may be able to be run with 3 students and another may need 20 to assure fiscal viability. Dropped most programs. 2. New classes are added each semester. Classes with low enrollment are dropped. New professional programs are being reviewed and added where applicable. |

1. Describe what can be done to improve these trends during the next five years.

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| Programs will continue to be monitored and evaluated for enrollment and profitability. Classes will be added as demand call for them. Work towards adding 15 new non-credit classes each year. Additional professional certificate programs will be added (approximately 1 per semester). Push for additional marketing of the on-line classes through ed2go. Promote trips through Mayflower Tours which are longer trips, not one day events. These trips cost about $50 to promote and we make a profit of approximately $200 per person. If new computer programs are created, new classes will be created. Exploration of new non-credit certificate programs will continue in the medical field and home electronic field. Personal enrichment classes will be added as new fads enter the market such as scrapbooking and beading. |

1. Summarize activities to improve the trends discussed in this section in the operational plan and code as PA. Indicate below if activities will be included in the operational plan.

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| Add 2 new career oriented certificates per year. (PA)  X Activities included in the operational plan  No activities included in the operational plan  Add 15 new non-credit classes per year. (PA)  X Activities included in the operational plan  No activities included in the operational plan  Market ed2go on-line classes to increase enrollment  X Activities included in the operational plan  No activities included in the operational plan |

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| **SECTION B: PROGRAM FINANCE** |

1. Describe a) the five-year income vs. expense trends, and b) results of the efforts to improve financial viability that were implemented since the last program review.

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| 1. No classes or programs are run at a loss without specific reasons. i.e. new program, small loss-high benefit to public, large event. All programs are continually reviewed for enrollment and profit. In the past we have decreased senior and youth programs as a result in low enrollment, extensive administration time, and low profit. Local organizations also focus on both youth and senior programming making it difficult to compete. 2. Efforts have been made to add profitable classes that are in public demand such as the medical coding course. The department has refocused its efforts on career training. Net income has increased by approximately $10,000 per year. |

1. Describe the results of the program’s efforts to go “green.”

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| The College For Kids schedule is now in the newspaper instead of being copied (@8,000) and sent to the schools.  Will utilized email instead of paper flyers for potential repeat students.  All efforts are made to recycle paper. |

1. Describe how the program’s financial viability may be improved.

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| Continue to explore new programs such as a traffic safety school. Keep adding new programs and deleting the unprofitable ones. |

1. Summarize activities to improve the program’s financial viability in the operational plan and code as PB. Indicate below if activities will be included in the operational plan.

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| Add at least 15 new non-credit programs per year. PB.  X Activities included in the operational plan  No activities included in the operational plan |

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| **QUALITY COMPONENT**  The quality component focuses on qualitative analysis and issues. |

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| **SECTION C: COURSE SCHEDULING** |

1. Describe how classes are sequenced and scheduled.

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| N/A |

1. Describe how long it takes a student to complete this program, ***OR*** indicate “There is no completion milestone.”

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| CDL: 4 weeks. Drivers permit is obtained after 5 classroom days and license is obtained the last day of class.  Food Sanitation: State exam administered on the final day of class. |

1. Describe scheduling changes that may be needed during the next five years and the rationale for the changes.

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| Look in to the possibility of adding some summer classes. By offering summer classes it would allow for class continuation such as dance and dog obedience. Some students may be looking for something to do if they can’t afford a vacation. Classes would need to be offered on Mondays, Tuesdays, or Wednesdays to avoid cooling issues in the building. |

1. Summarize activities that the department will perform to correct scheduling problems and make future scheduling changes in the operational plan and code as PC. Indicate below if activities will be included in the operational plan, ***AND/OR*** if the issues have already been corrected.

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| Investigate the feasibility of offering summer classes.  Activities included in the operational plan  X No activities included in the operational plan  Issues have already been corrected |

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| **SECTION D: CURRICULUM: COURSE OUTLINES** |

1. Have 100% of course outlines been reviewed and updated at least once during the past five years?

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| --- |
| X Yes  No |

1. Are 100% of course outlines and syllabi aligned?

|  |
| --- |
| X Yes  No  Not applicable |

1. Summarize activities to correct course outline issues in the operational plan and code as PD. Indicate below if activities will be included in the operational plan, ***AND/OR*** if the issues have already been corrected.

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| --- |
| N/A  Activities included in the operational plan  No activities included in the operational plan  Issues have already been corrected |

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| **SECTION E: CURRICULUM: ASSESSMENT**  Resources: Annual Reviews, Item 5  Assessment folder |

1. Describe the assessment activities for each program.

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| Each program is evaluated by the students and monitored by the coordinator for quality and improvement. However, these courses do not lend themselves to program outcome assessment as the rest college adheres to. |

1. Describe a) the findings obtained from the assessment activities, and b) the results obtained from responding to the findings.

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| 1. Complaints are things that cannot be controlled such as the room temperature. 2. Keep monitoring classes for over-all quality. |

1. Summarize activities related to assessment issues in the operational plan and code as PE. Indicate below if activities will be included in the operational plan.

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| --- |
| None.  Activities included in the operational plan  No activities included in the operational plan |

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| **SECTION F: CURRICULUM: CURRICULAR CHANGES**  Resources: Annual Reviews, Item 5  Assessment Summary Reports  Operational Plans |

1. Describe the positive or negative impacts of the curricular changes made during the past five years.

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| More emphasis placed on professional classes, trips, and adult learners. The medical coding class continues to have over 15 students per semester demonstrating a need for programs that allow students to be trained quickly for a career. As a result of the success of this program, four more certification programs were added in the medical fields. |

1. Describe any possible changes in requirements or content that may be *imposed* on the program during the next five years, ***OR*** indicate “None.”

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| None |

1. Describe anticipated curricular changes that the department will propose during the next five years and the accompanying needs that will be required, or indicate “None.”

|  |  |  |  |
| --- | --- | --- | --- |
| **Curricular Changes** | **Equipment and/or Supply Needs** | **Facility Needs** | **Personnel and/or Training Needs** |
| Traffic Safety School | Office, one computer connected to courthouse, designated classroom | Traffic School Instructors | Program Coordinator |

1. Summarize activities that the department will perform to make curricular changes in the operational plan and code as PF. Indicate below if activities will be included in the operational plan.

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| We are waiting to see if the circuit judges will approve the traffic safety school for Whiteside County.  X Activities included in the operational plan  No activities included in the operational plan |

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| **SECTION G: EQUIPMENT AND SUPPLIES** |

1. Identify current deficiencies in equipment, software, and/or supplies that negatively impact the program, ***OR*** indicate “None.”

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| We need 2 classrooms that are set up for the professional medical certificates such as EKG. The room needs to have locked storage and ability to set up lab work. |

1. Identify new and/or replacement equipment, software, and/or supplies which are anticipated during the next five years, with cost estimates, ***OR*** indicate “None.” Do not include items associated with the curriculum changes noted in Section F.

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| None. |

1. Summarize activities to acquire the needed equipment, software, and supplies in the operational plan and code as PG, ***OR*** submit a completed *Equipment Request Form*. Indicate below if activities will be included in the operational plan, and if an *Equipment Request Form* is attached.

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| No requests are being made at this time.  X Activities included in the operational plan  No activities included in the operational plan  X A completed *Equipment Request Form* accompanies this program review |

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| **SECTION H: SUPPORT SERVICES**  Definition: College services that are *specific to this program*, which are utilized by students outside of the classroom (i.e. tutoring in the LAC, special materials in the LRC, etc) |

1. Describe the program specific support services that are currently available to students, ***OR*** indicate “None.”

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| None |

1. Describe gaps in the program specific support services that currently available and identify possible solutions, ***OR*** indicate “None.”

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| None |

1. Describe any changes in the need for support services that are anticipated to occur during the next five years, ***OR*** indicate “None.”

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| None |

1. Summarize activities to expand or correct the gaps in support services in the operational plan and code as PH. Indicate below if activities will be included in the operational plan.

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| Activities included in the operational plan  X No activities included in the operational plan |

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| **SECTION I: MARKETING**  Definition: Systematic efforts aimed at attracting new students to the program. |

1. Describe how the program can be better promoted and marketed.

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| The on-line classes need more promotion. This would be done by increasing course fees as there is no marketing budget for this area. Could use ad in local newspapers or include information in mailings that are already being sent to students.  All trips and non-credit programs need more marketing efforts - we only use the schedule and free news releases.  Need to use student email to promote non-traditional classes.  Use mailing lists for specific programs such as trips.  Would like to investigate using bill boards. |

1. Summarize activities to better promote and market the program in the operational plan and code as PI. Indicate below if activities will be included in the operational plan.

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| --- |
| X Activities included in the operational plan  \_\_ No activities included in the operational plan |

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| **SECTION J: STUDENT INPUT**  Definition: Systematic efforts aimed at student opinions and suggestions for improving the program.  Resources: Annual Review, Item 9  Operational Plans |

1. Describe what was gained from seeking student input since the last program review ***OR*** indicate “None was sought.”

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| All classes have evaluation forms given out. Email addresses are secured. We discover room or instruction issues that need to be addressed. |

1. Summarize activities to obtain student input in the operational plan and code as PJ. Indicate below if activities will be included in the operational plan.

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| Student information is collected and reviewed for quality, likes, and dislikes. This information is given to the instructor to use to improve future classes. If the students did not like the class and corrections cannot be made, the program is dropped.  Activities included in the operational plan  X No activities included in the operational plan |

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| **SECTION K: NON-STUDENT INPUT**  Definition: Systematic efforts aimed at obtaining information regarding program content and improvement from informed sources other than students, for the purpose of keeping the program current and relevant.  Resources: Annual Review, Item 10  Operational Plans |

1. Describe what was gained from seeking non-student input since the last program review ***OR*** indicate “None was sought.”

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| Professional classes were added as a result of speaking to counterparts at other colleges. These programs were all being offered at other schools.  Investigating traffic safety school was a direct result of meeting with other coordinators from around our area.  Meet quarterly with other coordinators to see what is working for them.  Meet with area non-profits to see what they are offering and try to avoid duplication where applicable. |

1. Summarize plans to obtain input from non-student sources in the operational plan and code as PK. Indicate below if activities will be included in the operational plan.

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| Will continue to meet with peers and other non-profits.  Activities included in the operational plan  X No activities included in the operational plan |

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| **SECTION L: NEED AND GROWTH POTENTIAL** |

1. What is the projected level of need for the program, during the next five years?

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| Programs will be added and dropped as demand dictates.  Growing need  X Level need  Declining need |

1. List the top five priorities to strengthen the program during the next five years.

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| 1. Add 2 new professional certificate programs each year.  2. Add 15 new non-profit classes each year.  3. Continue to investigate traffic safety school.  4. Add 5 summer classes/program.  5. Add 2 more trips. |

**CROSS-DISCIPLINARY PROGRAM REVIEW SUMMARY REPORT**

**Required ICCB Program Review Report**

**Sauk Valley Community College Academic Year 2008 - 2009**

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| **Discipline Area** | Personal and Professional Development Department |

**Improvements & Rationale for Action**

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| New programs have been added each semester with an emphasis on staying current with market trends. Non-profitable or low enrollment classes are dropped. Professional development classes and certificates are being added to assist the local population with employment opportunities. Partnerships with local non-profits were established and will continue to be nurtured to gain valuable partnerships. Community events will continue to be offered to reflect a positive image on the college. The department will continue to be fiscally responsible in its offerings. |

**Principle Assessment Methods Used in Quality Assurance for this Program**

⁭ Standardized assessments

X Certification and licensure examination results

⁭ Writing samples

⁭ Portfolio evaluation

⁭ Course embedded questions

X Student surveys

⁭ Analysis of enrollment, demographic and cost data

⁭ Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statewide Program Issues (if applicable)**

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**BEST PRACTICES REPORT**

**Optional ICCB Program Review Report**

**Sauk Valley Community College Academic Year 2008 - 2009**

**Title of Best Practice**

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| Sauk Valley Partnership |

**Programmatic Area**

⁭ Academic Discipline

⁭ Career and Technical Education

X Cross-Disciplinary

⁭ Student & Academic Support Services

**Description of the innovation/best practice (150 word limit)**

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| Sauk Valley Community College invited the local non-profit organizations such as the YMCA, park districts, and art centers to join them for a meeting. The goal was to see how everyone could work together to benefit the community. What was formed was the Sauk Valley Partnership. As a result of this partnership, the organizations combine information for a program to be inserted into the local newspapers three times a year. It gives the community a combined schedule of activities for the upcoming season. It also allowed the partners to meet and work together. Some organizations are collaborating for the first time. |

**What are the results/measurable outcomes?**

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| Cooperation between 10 organizations including the local park districts and YMCA’s. The partnership has opened up new cooperation between local organization such as sharing equipment and facilities. Win-win for community and organizations. |

**Contact Information**

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| Sauk Valley Community College  Name & Title: Jeanne DePuy, Coordinator, Personal and Professional Development  Phone Number: 815/835-6212  E-mail Address: depuyj@svcc.edu |

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| **FINAL NOTES:**   * Complete the Program review using this document as a template. Do not use alternate formats. * The Program Review is **due December 1, 2008**. * The Program Review should be submitted as an e-mail attachment to:   + The program’s administrative supervisor, and   + The chair of the Program Review Committee, Janet Lynch. * The names of the Program Review Team are to be included in the electronic version. * Print the Signatures and Approval page and obtain signatures from all team members and submit to the chair of the Program Review Committee, Janet Lynch. | |
| **Checklist** | **Supporting Documents to be submitted with this Review** |
|  | Equipment Request Form (referenced in Section G) |
|  | ICCB Program Review Report |
|  | ICCB Program Review Report: Best Practices *(optional)* |
|  | FY09 Operational Plan (addendum to original plan) |
|  | |
|  | **Signatures and Approval** 1) Type names of the team conducting this program review and include with the electronic submission; 2) Print the page and obtain each team member’s signature; 3) Submit the signed page to the chair of the Program Review Committee, Janet Lynch. |

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| **SIGNATURES and APPROVALS** |

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| **Names and Signatures of the Program Review Team** Add lines if needed  Signatures indicate that team members concur with the findings of the program review. | |
| **Names** (Indicate chair/co-chairs) | **Signatures** |
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| **Program Review Committee** | | |
| This Program Review is complete and acceptable. | |  |
| This Program Review is complete but the conclusions ***are not*** fully substantiated. | |  |
| This Program Review is incomplete and unacceptable. | |  |
| Comments are attached (optional) | |  |
| Program Review Committee Chair/Co-Chair |  | |
| Date |  | |
| Program Review Committee Co-Chair |  | |
| Date |  | |

|  |  |
| --- | --- |
| **Administrative Approvals**  Administrative signatures indicate an acceptance of the program review | |
| Program Administrator |  |
| Academic Vice President |  |
| President |  |