PROGRAM REVIEW REPORT
2016-2017

Sauk Valley Community College
District 506
173 Illinois Route 2, Dixon, Illinois 61021

Dr. David Hellmich, President

Table of Contents

CAREER AND TECHNICAL EDUCATION
CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	110601

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
Data Entry/Microcomputer Applications, General	Computer Information Systems: Microcomputer Applications (A.A.S. 076)

Degree or Certificate Type	Check only one
03 – AAS	x
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	x
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> Enrollments are down, an issue we believe we can rectify with improved marketing efforts and a possible merge with certain OAS programs.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> We are not asking for any additional resources at this time. The program is cost-effective.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*
> Courses within the program have been updated several times since the 2011 review, as Microsoft releases new versions of Office. Faculty members belong to local (Sauk Valley Area Technologists), state (Illinois Business Educators Association), and national (ITERA: (Information & Telecommunications Education and Research Association) associations to stay current on ever-changing topics in the field.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	111002

Career Cluster	Career Pathway
Information Technology Cluster	Network Systems

Program of Study	SVCC's Program Title
System, Networking, and LAN/WAN Management/Manager	Computer Information Systems: Networking Specialist (A.A.S. 075)

Degree or Certificate Type	Check only one
03 – AAS	**x**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	x
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> Enrollments are down, an issue we believe we can rectify with improved marketing efforts. We had minimal response to the occupational follow-up survey, but those who did respond report feeling prepared for the workforce.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> The program is cost-effective. A full-time instructor for the major's courses in this program would be helpful. A dedicated lab with hardware for hands-on lab work would be helpful. (Students are currently doing work using virtualization and simulations).
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*
> The content has been updated whenever the curriculum from Cisco changes. The instructor holds the certifications that map to the majors courses. The adjunct faculty member teaching the majors courses is a working professional, and is an active member of the Sauk Valley Area Technologists group, a networking organization that meets quarterly to discuss technology needs and challenges in the SVCC service area

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	111001

Career Cluster	Career Pathway
Information Technology Cluster	Information Support Services

Program of Study	SVCC's Program Title
System Administration/Administrator	Computer Information Systems: Windows Server Administrator (A.A.S. 077)

Degree or Certificate Type	Check only one
03 – AAS	**x**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	x
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
>
> Enrollments are down, an issue we believe we can rectify with improved marketing efforts. We had minimal response to the occupational follow-up survey, but those who did respond report feeling prepared for the workforce
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
>
> The program is cost-effective. A full-time instructor for this the majors courses in this program would be helpful.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*
>
> Course content is reviewed and updated as needed in the majors courses with each change in curricula from Microsoft. The adjunct faculty member is a working professional, and is an active member of the Sauk Valley Area Technologists group, a networking organization that meets quarterly to discuss technology needs and challenges in the SVCC service area.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	521201

Career Cluster	Career Pathway
Business, Management and Administration	Business Analysis Pathway

Program of Study	SVCC's Program Title
Management Information Systems, General	Computer Information Systems: Management Information Systems (B40)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**x**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	x
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Although enrollments are small, this certificate is made up of courses that map into our larger AAS degree 076. There is really no need to discontinue this certificate as students who earn the degree will earn this certificate along the way.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

No additional resources needed.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The program and its courses have been reviewed for currency, and modified as needed.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520407

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
Business/Office Automation/Technology/Data Entry	Computer Information Systems: Microcomputer Applications Specialist I (B32)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**x**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	**x**
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

This certificate is made up of courses that map directly to AAS 076. Enrollments are down, but we believe this challenge can be rectified through improved marketing. l

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

No additional resources are required at this time.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Majors courses within the program have been updated several times since the 2011 review, as Microsoft releases new versions of Office. Faculty members belong to local (Sauk Valley Area Technologists), state (Illinois Business Educators Association) and national (ITERA: Information & Telecommunications Education and Research Association) associations to stay current on ever-changing topics in the field.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)　　　　　　　　**Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520407

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
Business/Office Automation/Technology/Data Entry	Computer Information Systems: Microcomputer Applications Specialist II (B36)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**x**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	**x**
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

This certificate is made up of courses that map directly to AAS 076. Enrollments are down, but we believe this challenge can be rectified through improved marketing.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

No additional resources are required at this time.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Majors courses within the program have been updated several times since the 2011 review, as Microsoft releases new versions of Office. Faculty members belong to local (Sauk Valley Area Technologists), state (Illinois Business Educators Association) and national (ITERA: Information & Telecommunications Education And Research Association) associations to stay current on ever-changing topics in the field

CTE PROGRAM REVIEW SUMMARY REPORT
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Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520407

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
Business/Office Automation/Technology/Data Entry	Computer Information Systems: Web Design (B37)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	X
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

In an effort to attract additional students, this program was rewritten in spring of 2016, to be introduced in fall 2017.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

No additional resources required.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

This certificate has been updated and will be re-introduced fall of 2017 Teaching faculty has taken several recent courses in HTML, CSS and Photoshop to update existing skills. .

CTE PROGRAM REVIEW SUMMARY REPORT
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Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	110901

Career Cluster	Career Pathway
Information Technology Cluster	Network Systems Pathway

Program of Study	SVCC's Program Title
Computer Systems Networking and Telecommunications	Computer Information Systems: Networking Professional (B35)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**x**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	x
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
>
> Enrollments are down, an issue we believe we can rectify with improved marketing efforts. Courses in this certificate map directly to the AAS degree 075. We had minimal response to the occupational follow-up survey, but those who did respond report feeling prepared for the workforce
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
>
> The program is cost-effective. A full-time instructor for the majors courses in this program would be helpful. A dedicated lab with hardware for hands-on lab work would be helpful. (Students are currently doing work using virtualization and simulations)
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*
>
> The content has been updated whenever the curriculum from Cisco changes. The instructor holds the certifications that map to the majors courses. The adjunct faculty member teaching the majors courses is a working professional, and is an active member of the Sauk Valley Area Technologists group, a networking organization that meets quarterly to discuss technology needs and challenges in the SVCC service area.

CTE PROGRAM REVIEW SUMMARY REPORT
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Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	110901

Career Cluster	Career Pathway
Information Technology Cluster	Network Systems Pathway

Program of Study	SVCC's Program Title
Computer Systems Networking and Telecommunications	Computer Information Systems: Networking Specialist (B31)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**x**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	x
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Enrollments are down, an issue we believe we can rectify with improved marketing efforts. We had minimal response to the occupational follow-up survey, but those who did respond report feeling prepared for the workforce

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The program is cost-effective. This certificate is made up of courses that map directly to AAS 075. A full-time instructor for the majors courses in this program would be helpful. A dedicated lab with hardware for hands-on lab work would be helpful. (Students are currently doing work using virtualization and simulations)

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The content has been updated whenever the curriculum from Cisco changes. The instructor holds the certifications that map to the majors courses. The adjunct faculty member teaching

the majors courses is a working professional, and is an active member of the Sauk Valley Area Technologists group, a networking organization that meets quarterly to discuss technology needs and challenges in the SVCC service area

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	111001

Career Cluster	Career Pathway
Information Technology Cluster	Information Support Services

Program of Study	SVCC's Program Title
System Administration/Administrator	Computer Information Systems: Server Support Specialist (B28)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	x
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	x
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> Enrollments are down, an issue we believe we can rectify with improved marketing efforts. We had minimal response to the occupational follow-up survey, but those who did respond report feeling prepared for the workforce.
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> The program is cost-effective. Courses in this certificate map directly to courses in AAS 077. A full-time instructor for this the majors courses in this program would be helpful
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*
> Course content is reviewed and updated as needed in the majors courses with each change in curricula from Microsoft. The adjunct faculty member is a working professional, and is an active member of the Sauk Valley Area Technologists group, a networking organization that meets quarterly to discuss technology needs and challenges in the SVCC service area.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	111001

Career Cluster	Career Pathway
Information Technology Cluster	Information Support Services

Program of Study	SVCC's Program Title
System Administration/Administrator	Computer Information Systems: PC Technician (B29)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**x**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	**x**
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Enrollments are down, an issue we believe we can rectify with improved marketing efforts. We had minimal response to the occupational follow-up survey, but those who did respond report feeling prepared for the workforce.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The program is cost-effective. Courses in this certificate map directly to AAS 077. A dedicated lab with hardware for hands-on lab work would be helpful.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The content has been updated whenever the curriculum from Microsoft and CompTIA changes. The instructor holds the certifications that map to the majors courses. The adjunct faculty member teaching the majors courses is a working professional, and is an active member of the Sauk Valley Area Technologists group, a networking organization that meets quarterly to discuss technology needs and challenges in the SVCC service area.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	430102

Career Cluster	Career Pathway
Law, Public Safety, Corrections and Security	Correction Services

Program of Study	SVCC's Program Title
Corrections	Criminal Justice- Justice Affairs (A.A.S. 082)

Degree or Certificate Type	Check only one
03 – AAS	**X**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	**x**
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
>
> This program benefits students who do not wish to become police officers, deputy sheriffs, state or federal law enforcement officers. Enrollment has fallen, but sufficient to justify the program. The fall-to-fall retention rate for this program has averaged 45.3% during the review period, which is an acceptable percentage.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> The program currently is cost effective and no need for additional resources has been identified.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the*

program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?
Most of the CJS programs in this degree program have been converted for online delivery in addition to traditional classroom presentation.

The full-time faculty member regularly attends professional association meetings and maintains a liaison relationship with the Illinois Law Enforcement Training Standards Board.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	430107

Career Cluster	Career Pathway
Law, Public Safety, Corrections and Security	Law Enforcement Services

Program of Study	SVCC's Program Title
Criminal Justice/Police Science	Criminal Justice- Law Enforcement (A.A.S. 081)

Degree or Certificate Type	Check only one
03 – AAS	x
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	x
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

SVCC, along with many similar institutions, saw a decline in enrollment during this review period. As described in other portions of this year's review, the loss of satellite programs at WACC and Highland Community College greatly impacted the total enrollment numbers. The CJS Program at SVCC does assist entry-level and promotional candidates in furthering their career aspirations.

The program has maintained an admirable 50.9% fall-to-fall retention rate during the 5-year period reviewed.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?
The program currently is cost effective and no need for additional resources has been identified.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The conversion of some of the available courses to online format has been accomplished since the last review. Making all CJS courses available online is being recommended during the next 12-24 months.

The full-time faculty member regularly attends professional association meetings and maintains a liaison relationship with the Illinois Law Enforcement Training Standards Board.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	430102

Career Cluster	Career Pathway
Law, Public Safety, Corrections and Security	Correction Services

Program of Study	SVCC's Program Title
Corrections	Criminal Justice: Corrections (C50)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	x

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	X
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

With the number of county jails and the federal and state correctional facilities in the Sauk Valley service area, there should be a greater demand for this program. This program should be the focus of increased marketing. Currently, this program has a very low enrollment history during the past 5 years. Only 3 students have applied for a certificate in this program during this five-year period of review.

For this program to be viable, there needs to be a substantial increase in student interest as evidenced by enrollment and completion of the program.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

Because the classes in this program are all offered online, expenses are kept to a minimum and there is no major outlay in terms of funding.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The entire certificate program is now offered online. There needs to be a marketing emphasis placed on this program. To be effective, this will require some entrepreneurial visits to all correctional facilities within the SVCC service area. One visit, to the Thomson Federal Correctional Facility has already been scheduled. Attempts will be made to explore the feasibility of offering on-site classes at the correctional facility to attract additional enrollment.

The full-time faculty member regularly attends professional association meetings and maintains a liaison relationship with the Illinois Law Enforcement Training Standards Board.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Program Identification Information (only one CIP per template)

6-digit CIP	470101

Career Cluster	Career Pathway
Manufacturing	Maintenance, Installation and Repair

Program of Study	SVCC's Program Title
Electrical/Electronics Equipment Installation & Repair, General	Multicraft Technology (A.A.S. 061)

Degree or Certificate Type	Check only one
03 – AAS	**X**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	**X**
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

The Multicraft program is growing along with the need for qualified technicians in local industry. Many students have left the program before completing a degree or certificate to take a new job in the field. The new two-day-a-week program should help improve the completion rate for degrees and certificates.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The program is now almost at a break-even point. A large investment has been made over the last five years to purchase new lab equipment. The area now should be able to function without the need for any additional large purchases.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the

program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The multicraft program has been completely reorganized since the last program review. The program can now be completed in two years with students attending classes two days a week. This allows students to work and receive on-the-job training three days a week. This change has been well received by local industry and new improvements are now being driven by a very active workforce council from local industry.

The program has had a machine tool emphasis added as requested by local industry.

Program adjunct faculty are hired from local industry and the area lead faculty member is an IEEE member and receives continuing education from seminars and webinars offered by IEEE.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Program Identification Information (only one CIP per template)

6-digit CIP	150303

Career Cluster	Career Pathway
Manufacturing	Maintenance, Installation and Repair

Program of Study	SVCC's Program Title
Electrical, Electronic & Communications Engineering Technology/Technician	Electronic Engineering Technology (A.A.S. 065)

Degree or Certificate Type	Check only one
03 – AAS	**X**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	**X**
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Degree removed from 2017 catalog.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Program Identification Information (only one CIP per template)

6-digit CIP	470101

Career Cluster	Career Pathway
Manufacturing	Maintenance, Installation and Repair

Program of Study	SVCC's Program Title
Electrical/Electronics Equipment Installation & Repair, General	Electronic Service and Repair (H69)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	**X**
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	**X**
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

<u>*Need*</u>*: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*

Certificate removed from 2017 catalog.

<u>*Cost-effectiveness*</u>*: Is the program cost effective? Does the program require additional resources?*

<u>*Quality*</u>*: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Program Identification Information (only one CIP per template)

6-digit CIP	470105

Career Cluster	Career Pathway
Manufacturing	Maintenance, Installation and Repair

Program of Study	SVCC's Program Title
Industrial Electronics Technology/Technician	Industrial Electronics (H65)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	**X**
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

The Electronics Engineering Technology AAS degree has been eliminated and this certificate now mirrors the requirements in the Multicraft degree for the electronics emphasis.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The program is now almost at a break-even point. A large investment has been made over the last five years to purchase new lab equipment. The area now should be able to function without the need for any additional large purchases.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Students can now complete this certificate while working toward the Multicraft Technology degree.

Program adjunct faculty are hired from local industry and the area lead faculty member is an IEEE member and receives continuing education from seminars and webinars offered by IEEE.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Program Identification Information (only one CIP per template)

6-digit CIP	470105

Career Cluster	Career Pathway
Manufacturing	Maintenance, Installation and Repair

Program of Study	SVCC's Program Title
Industrial Electronics Technology/Technician	Industrial Maintenance Electrician (H94)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	**X**
Significantly modified	
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

The Multicraft program is growing along with the need for qualified technicians in local industry. This certificate contains the electrical emphasis portion of the degree and is an excellent entry point for students that later continue with the degree. Many students have left the program before completing a degree or certificate to take a new job in the field. The new two-day-a-week program should help improve the completion rate for degrees and certificates.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The program is now almost at a break-even point. A large investment has been made over the last five years to purchase new lab equipment. The area now should be able to function without the need for any additional large purchases.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

The multicraft program has been completely reorganized since the last program review. This certificate is unchanged except for the removal of photovoltaics and the addition of a basic machine tool course. The degree program can now be completed in two years with students attending classes two days a week or the certificate can be completed in three semesters. This allows students to work and receive on-the-job training three days a week. This change has been well received by local industry and new improvements are now being driven by a very active workforce council from local industry.

Program adjunct faculty are hired from local industry and the area lead faculty member is an IEEE member and receives continuing education from seminars and webinars offered by IEEE.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Program Identification Information (only one CIP per template)

6-digit CIP	470104

Career Cluster	Career Pathway
Manufacturing	Maintenance, Installation and Repair

Program of Study	SVCC's Program Title
Computer Installation and Repair Technology/Technician	Microprocessor Maintenance (H64)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	X
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Certificate removed from 2017 catalog.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

CTE PROGRAM REVIEW SUMMARY REPORT
Required **ICCB Program Review Report**

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520401

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
Administrative Assistant and Secretarial Science, General	Office and Administrative Services: Administrative Assistant (A.A.S. 023)

Degree or Certificate Type	Check only one
03 – AAS	**X**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	X
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> The need for administrative assistants with office skills and office exposure for students justifies the programs. Employers are contacting SVCC to employ students who are in the OAS programs. Enrollment at SVCC has dropped with growth of economy.
>
> Students are completing the degrees and certificates for a start to a new career and/or to move up in the company or business. Students working full-time are taking longer than 2-years to complete their degrees, but they are determined to complete their degree.
>
> Majority of the students enrolled in the program are completing the degrees and certificates. Some have chosen not to complete because they have gained full-time employment and scheduling night classes not available. Others find gen ed requirement is a struggle for them.
>
> With the education and completion of degrees and certificates, students are marketable in the local community and businesses.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The cost of the program is high because of instructor salary being an instructor with several years of experience. The program has only one instructor and hours have been reduced to compensate for better cost effectiveness. Enrollment numbers are down which also is a direct effect to the cost of the program. Resources needed will be up-dating software and technology, computer and calculators, etc. Marketing has been reviewed to help improve student enrollment.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.
Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. The three OAS Degrees will be combined along with CIS to have one degree with emphasis in specific courses.

Continued work with employers and local companies to be sure employees' (students) skill requirement are met and students are equipped with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment. Faculty completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce..

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	220301

Career Cluster	Career Pathway
Law, Public Safety, Corrections and Security	Legal Services

Program of Study	SVCC's Program Title
Legal Administrative Assistant/Secretary	Office and Administrative Services: Legal Office Assistant (A.A.S. 026)

Degree or Certificate Type	Check only one
03 – AAS	**X**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	**X**
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Changes have been reviewed and will be made to reflect what legal offices are doing in the workforce. The number of law offices and growth in the legal field show there is a need for this program. Enrollment is down as few students are enrolled specifically in the legal degree program. .

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

Cost of the program reflects salary for instructor because of years of teaching. The cost effectiveness is low as enrollment has decreased. Resources are available and do not reflect the need for more.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.

Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with programs and legal offices. The three OAS Degrees will be combined along with CIS to have one degree with emphasis in specific courses.

Continue to work with employers and local companies to be sure employer needs are met and students are equipped with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Instructor completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	510716

Career Cluster	Career Pathway
Health Science	Health Informatics

Program of Study	SVCC's Program Title
Medical Administrative/Executive Assistant & Medical Secretary	Office and Administrative Services: Medical Office Administrative Assistant (A.A.S. 024)

Degree or Certificate Type	Check only one
03 – AAS	**X**
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	**X**
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> Enrollment is low, but the students enrolled in the program are completing their degree or certificate. Jobs in the medical field continue to grow and hospitals, clinics, medical offices, dental, chiropractic, rehabilitation services, and more. With the courses offered, students are able to find employment and advance in the medical field.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> The cost of the program is high because of instructor salary being the instructor has several years of experience. Enrollment numbers are down which also is a direct effect to the cost of the program. Resources needed will be up-dating software and technology, computers, etc.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.
Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with programs and medical offices.

Continued work with employers and local companies to be sure students' requirements are met and students are equipped with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Instructor completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce. The three OAS Degrees will be combined along with CIS to have one degree with emphasis in specific courses..

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520408

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
General Office Occupations and Clerical Services	Office and Administrative Services: Administrative Assistant (B81)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	X
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Enrollment is low, but the students enrolled in the program are completing their degree or certificate. Jobs for administrative assistants continue to grow in majority of the local businesses and companies. With the courses offered, students are able to find employment and advance in this field.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The cost of the program is high with instructor salary due to several years of experience. Enrollment numbers are down which also is a direct effect to the cost of the program. Resources needed will be up-dating software and technology, computers, etc.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.

Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with programs and office support. The three OAS Degrees will be combined along with CIS to have one degree with emphasis in specific courses.

Continued work with employers and local companies to fulfill required skills needed by employers. Students are equipped with skills applicable to the job. Advisory committees, meetings, visits to employers' businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Faculty completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520408

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
General Office Occupations and Clerical Services	Office and Administrative Services: Office Assistant (B80)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	**X**
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?
Enrollment is low, but the students enrolled in the program are completing their certificates, which also lead to the degree. Jobs in the office environment are needed for administrative assistants. Students are able to find employment and advance in the office assistant field.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?
The cost is not effective for the certificate and the plan will be to combined courses for other certificates to provide a certification to better serve the student enrolled and the employers hiring.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?
Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.

Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with program.

Continued work with employers and local companies to prepare students with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Faculty completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce..

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	100303

Career Cluster	Career Pathway
Arts, Audio/Video Technology and Communications	Printing Technology

Program of Study	SVCC's Program Title
Prepress/Desktop Publishing and Digital Imaging Design	Office and Administrative Services: Desktop Publishing Specialist (B33)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	
Discontinued/Eliminated	**X**
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> Enrollment is low and the students enrolled in the program do complete their certificates, which also lead to the degree. Jobs in the desktop publishing are not as demanding for the work force. Students are able to some positions, but not just strictly for desktop publishing.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> The cost is not effective for the certificate. Changes in the work force does not show the need for employees only in the desktop publishing field.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*
> Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.

Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with program.

Continued work with employers and local companies to prepare students with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment. Through the Program Review a decision was made to delete the certificate

Faculty completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	520408

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
General Office Occupations and Clerical Services	Office and Administrative Services: Financial Services Representative (B84)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	**X**
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?

Enrollment is low, but the students enrolled in the program are completing their certificates, which also lead to the degree. Jobs in the financial service area are needed for administrative assistants. Students are able to find employment and advance in the office field.

Cost-effectiveness: Is the program cost effective? Does the program require additional resources?

The cost is not effective for the certificate and the plan will be to combined courses for other certificates to provide a certification to better serve the student enrolled and the employers hiring.

Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.

Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with certificates.

Continued work with employers and local companies to prepare students with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Faculty completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	220301

Career Cluster	Career Pathway
Law, Public Safety, Corrections and Security	Legal Services

Program of Study	SVCC's Program Title
Legal Administrative Assistant/Secretary	Office and Administrative Services: Legal Office (B82)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	**X**
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
> Enrollment is low, but the students enrolled in the program are completing their certificates, which also lead to the degree. Jobs in the office environment are needed for administrative assistants. Students are able to find employment and advance in the office assistant field.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
> With some changes in the curriculum, the certificate will be for students to prepare for the legal field. The cost is not cost effective as the enrollment for the course are low. Changing some requirements and skills offered for the legal office will prepare students with certificate to provide a certification to better serve the students enrolled and job opportunities.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.
Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with program.

Continued work with employers and local companies to prepare students with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Instructor completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce.

Program Identification Information (only one CIP per template)

6-digit CIP	510716

Career Cluster	Career Pathway
Health Science Cluster	Health Informatics

Program of Study	SVCC's Program Title
Medical Administrative/Executive Assistant & Medical Secretary	Office and Administrative Services: Medical Office (B83)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	**X**
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. C*reate a short summary paragraph for each question below.*

<u>*Need*</u>*: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*

Enrollment is low, but the students enrolled in the program are completing their certificates, which also lead to the degree. Jobs in the medical office environment are needed for administrative assistants. Students are able to find employment and advance in the medical office assistant field.

<u>*Cost-effectiveness*</u>*: Is the program cost effective? Does the program require additional resources?*

With some changes in the curriculum, the certificate will be for students to prepare for the medical field. The cost is not cost effective as the enrollment for the course are low. Changing some requirements and skills offered for the legal office will prepare students with certificate to provide a certification to better serve the students enrolled and provide job opportunities.

<u>*Quality*</u>*: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the*

program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.

Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with program.

Continued work with employers and local companies to prepare students with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Instructor completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce.

CTE PROGRAM REVIEW SUMMARY REPORT
Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Program Identification Information (only one CIP per template)

6-digit CIP	110602

Career Cluster	Career Pathway
Business, Management and Administration	Administrative and Information Support

Program of Study	SVCC's Program Title
Word Processing	Office and Administrative Services: Word Processing (B23)

Degree or Certificate Type	Check only one
03 – AAS	
20 – Occupational Certificate of 30-50 credits	
30 – Occupational Certificate of 29 or less credits	**X**

SVCC Action

Possible Actions	Check only one
Continued with minor improvements	
Significantly modified	X
Discontinued/Eliminated	
Placed on inactive status	
Scheduled for further review	
Other, please specify:	

Need, cost-effectiveness & quality. *Create a short summary paragraph for each question below.*

> *Need: Is program enrollment sufficient to justify this program? Are the majority of students in this program completing degrees or certificates? Are the students within this program marketable and employable?*
>
> Enrollment is low, but the students enrolled in the program are completing their certificates, which also lead to the job opportunities. Jobs in the office environment are needed for word processing. Students are able to find employment and advance in the office using word processing skills.
>
> *Cost-effectiveness: Is the program cost effective? Does the program require additional resources?*
>
> With some changes in the curriculum, the certificate will be for students to prepare for the jobs in the word processing field. The cost is not cost effective as the enrollment for the course are low. It was recommended to delete the certificate.
>
> *Quality: Describe any program improvements since the last program review. What steps need to be taken to update or improve instruction or the program as a whole? How does the program work with local businesses to meet their needs? How does the program faculty remain up-to-date with their professional training and/or certification?*

Since last program review, up-dates for computer software and equipment have been completed. Classroom has been moved and modernized for students.
Work with CIS and OAS to combine courses for core curriculum have been established and implementation planned for 2018. Courses have been revised to reflect changes with program.

Continued work with employers and local companies to prepare students with skills applicable to the job. Advisory committees, meetings, visits to employers businesses, and employers visits to the college keep instructor, employers, and students' knowledge of what is required for employment.

Instructor completed conferences, workshops, webinars, and reviewed new materials to stay current with trends in the workforce.

TRANSFER PROGRAMS
ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

***Required* ICCB Program Review Report**

Sauk Valley Community College (506)　　　　　　**Academic Year 2016 - 2017**

Academic Degree (discipline)	Computer Science/Technical Track (A.S. 840)

Summary

Objectives: What are the objectives of the course and sequences of courses (such as developmental through college-level) in the discipline? To what extent are they being achieved?

The objective of the program is to prepare students to transfer into a bachelor-level program in Computer Science with a technical as opposed to a business emphasis. There are three courses in the discipline.

First semester (fall): CIS 150 (preprogramming logic)

Summary of objectives: Students will be prepared for programming by learning to develop algorithms using flowcharts and pseudocode. Students will use programming features such as variables, assignment statements, selection statements loops, subprograms with parameters, and arrays.

The fundamental purpose of CIS 150 is to acquaint students with algorithms and programming logic to help them progress more successfully through the next two programming courses.

Second semester (spring): CIS 207 / Third semester (fall): CIS 208 (C++ programming and data structures)
CIS 207-208 fulfill the IAI requirements for CS 911-912.

Summary of objectives: Students will learn to program in C++, using variables, assignments, selection statements, loops, functions, arrays, structs, classes and objects (including object-oriented design, constructors, and inheritance), pointers, and recursion. They will design and use abstract data types including linked lists, stacks, queues, and binary trees. They will design and analyze classic algorithms for sorting and searching. They will use structured program design and conform to guidelines for programming style throughout.

The objectives for the courses are being achieved.

Need: It is expected that there is a continuing need for courses in each of the academic disciplines, but is the array of courses offered appropriate to meet the needs of students and support academic programs?
Yes.

CIS 207 and CIS 208 correspond to IAI CS 911 and 912, which are the primary two courses needed to prepare students for transfer. IAI strongly urges that students take both courses together at the same institution. CIS 150 is a prerequisite course that prepares students for

taking the C++ courses more successfully. Students themselves report that it is a very useful course for helping them progress through the subsequent programming courses, and the consistent enrollment and the success rates of students in CIS 207 bear that out.

Cost-effectiveness: What steps can be taken to offer courses more cost effectively? Are there needs for additional resources?
The program is breaking nearly even financially, but an important step toward greater profitability would be to increase the number of majors. Specific plans for doing so include merging a programming course in mathematics (MAT 150) with CIS 207, and having instructors visit high schools regularly to increase the visibility of the program.

There is no need for additional resources at the present time.

Quality: Based on the results of assessment and other information about courses and sequences of courses in the discipline, what steps need to be taken to update or improve instruction? Describe any programmatic achievements already achieved or are planned for the future.
Based on assessments given at the end of CIS 208, instruction for individual courses is successfully meeting its goals. Programmatic plans for increasing the number of majors are described in the answer above.

Transfer Courses: Generate a list of 1.1 transfer courses within the discipline and action taken to obtain current articulation agreements.

SVCC Course	EIU	ISU	NIU	SIUC	WIU
CIS 207	Elective	CIS 168	CSCI 240	Elective	CS 214
CIS 208	Elective	CIS 179	CSCI 241	Elective	CS 250

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required **ICCB Program Review Report**

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Academic Degree (discipline)	Computer Science/Information Technology Track (A.A. 641)

Summary

Objectives: What are the objectives of the course and sequences of courses (such as developmental through college-level) in the discipline? To what extent are they being achieved?

The objective of the program is to prepare students to transfer into a bachelor-level program in Computer Science with a business emphasis as opposed to a technical emphasis. There are three courses in the discipline.

First semester (fall): CIS 150 (preprogramming logic)

Summary of objectives: Students will be prepared for programming by learning to develop algorithms using flowcharts and pseudocode. Students will use programming features such as variables, assignment statements, selection statements loops, subprograms with parameters, and arrays.

The fundamental purpose of CIS 150 is to acquaint students with algorithms and programming logic to help them progress more successfully through the next two programming courses.

Second semester (spring): CIS 207 / Third semester (fall): CIS 208 (C++ programming and data structures)
CIS 207-208 fulfill the IAI requirements for CS 911-912.

Summary of objectives: Students will learn to program in C++, using variables, assignments, selection statements, loops, functions, arrays, structs, classes and objects (including object-oriented design, constructors, and inheritance), pointers, and recursion. They will design and use abstract data types including linked lists, stacks, queues, and binary trees. They will design and analyze classic algorithms for sorting and searching. They will use structured program design and conform to guidelines for programming style throughout.

The objectives for the courses are being achieved.

Need: It is expected that there is a continuing need for courses in each of the academic disciplines, but is the array of courses offered appropriate to meet the needs of students and support academic programs?

Yes there is a need.

CIS 207 and CIS 208 correspond to IAI CS 911 and 912, which are the primary two courses needed to prepare students for transfer. IAI strongly urges that students take both courses together at the same institution. CIS 150 is a prerequisite course that prepares students for taking the C++ courses more successfully. Students themselves report that it is a very useful

course for helping them progress through the subsequent programming courses, and the consistent enrollment and the success rates of students in CIS 207 bear that out.

Cost-effectiveness: What steps can be taken to offer courses more cost effectively? Are there needs for additional resources?
The program is breaking nearly even financially, but an important step toward greater profitability would be to increase the number of majors. Specific plans for doing so, outlined above, include merging a programming course in mathematics (MAT 150) with CIS 207, and having instructors visit high schools regularly to increase the visibility of the program.

There is no need for additional resources at the present time.

Quality: Based on the results of assessment and other information about courses and sequences of courses in the discipline, what steps need to be taken to update or improve instruction? Describe any programmatic achievements already achieved or are planned for the future.
Based on assessments given at the end of CIS 208, instruction for individual courses is successfully meeting its goals. Programmatic plans for increasing the number of majors are described in the answer above.

Transfer Courses: Generate a list of 1.1 transfer courses within the discipline and action taken to obtain current articulation agreements.

SVCC Course	EIU	ISU	NIU	SIUC	WIU
CIS 207	Elective	CIS 168	CSCI 240	Elective	CS 214
CIS 208	Elective	CIS 179	CSCI 241	Elective	CS 250

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Academic Degree (discipline)	Criminal Justice (A.A. 0624)

Summary

Objectives: What are the objectives of the course and sequences of courses (such as developmental through college-level) in the discipline? To what extent are they being achieved?

Need: It is expected that there is a continuing need for courses in each of the academic disciplines, but is the array of courses offered appropriate to meet the needs of students and support academic programs?
While the number of majors is decreasing, it is still one of the larger programs on campus. We believe there will always be a need for criminal justice majors, but increased marketing efforts are underway to increase enrollment in the program.

Cost-effectiveness: What steps can be taken to offer courses more cost effectively? Are there needs for additional resources?
The program continues to make money for the College as it is a cost effective program.

Quality: Based on the results of assessment and other information about courses and sequences of courses in the discipline, what steps need to be taken to update or improve instruction? Describe any programmatic achievements already achieved or are planned for the future.
Courses are regularly updated with input from local law enforcement and student input.

Transfer Courses: Generate a list of 1.1 transfer courses within the discipline and action taken to obtain current articulation agreements.

SVCC Course	EIU	ISU	NIU	SIUC	WIU
CJS 101	SOC 2761	CJS 101	SOCI 289	CCJ 201	LEJA 101
CJS 120	Elective	CJS 200	Elective	CCJ 384	Elective
CJS 130	Elective	Elective	None	Elective	LEJA 255
CJS 135	Elective	CJS 208	Elective	Elective	LEJA 212
CJS 208	Elective	Elective	Elective	CCJ 374	LEJA 201
CJS 238	SOC 2761	Elective	Elective	CCJ 290	Elective

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Academic Degree (discipline)	Mass Communication (A.A. 614)

Summary

Objectives: What are the objectives of the program and sequences of courses (such as developmental through college-level) in the discipline? To what extent are they being achieved?

The program seeks to prepare students to enter the workforce or transfer to four-year institutions to pursue a bachelor's degree in Mass Communication with an emphasis in journalism/news editorial or photojournalism. The sequence of college-level courses reflects this objective to some extent via English courses in *Basic News Writing*, *Basic News Editing*, and *Creative Writing*. However, as noted below, the program could better achieve its goal by recommending two specific courses.

Need: It is expected that there is a continuing need for courses in each of the academic disciplines, but is the array of courses offered appropriate to meet the needs of students and support academic programs?

First, the suggested course sequence for the Mass Communication program does not currently include the course *Introduction to Mass Communication* (SPE 181). Instead, there is an undefined 3 semester hours of "Personal Development." This should be replaced with *Introduction to Mass Communication*. The course is very accessible because it's currently offered online every fall by an instructor who recently completed a multimedia faculty development course. Second, for one of the Humanities/Fine Arts courses required for the A.A. degree, students will be encouraged to take a photography course from a recently hired full-time art instructor.

Cost-effectiveness: What steps can be taken to offer courses more cost effectively? Are there needs for additional resources?

Totals from FY 2012 to FY 2016 indicate that this program has operated at 6% under budget and has netted $331,082 in income for the College. Revenue increased from $31,711 in FY 2012 to $103,960 in FY 2015 and $99,099 in FY 2016 due to reductions in faculty salaries and benefits. Over the past year, those sections of the basic course, *Introduction to Oral Communication* (SPE 131), with the lowest enrollment have been removed. Additional resources for online course development may be needed over the next few years.

Quality: Based on the results of assessment and other information about courses and sequences of courses in the discipline, what steps need to be taken to update or improve instruction? Describe any programmatic achievements already achieved or are planned for the future.

Of the 19 students who declared a major in Mass Communication from FY 2012 to FY 2016, 14 earned their degrees, for a 73.7% completion rate. Until last year, all theater and communication courses were labeled with the confusing and outdated prefix SPE. Theater courses have since been relabeled THE, and, effective Fall 2017, the communication courses will be labeled COM. We have made our courses more accessible by offering online sections of *Introduction to Oral Communication* (SPE 131) and *Introduction to Mass Communication* (SPE 181). A full-time faculty member with a Ph.D. in communication studies was hired in 2015 and has recommended further ways to update and improve the quality of the Mass Communication program. Steps include:

- Revising the program's sequence of courses to better represent the purpose of the program.
- Updating the course descriptions and outlines for SPE (soon COM) 131 and 181 to ensure their adherence to IAI codes and to better reflect the courses' current objectives, topics, and assessment practices.

Transfer Courses: Generate a list of 1.1 transfer courses within the discipline and action taken to obtain current articulation agreements.

SVCC Course	EIU	ISU	NIU	SIUC	WIU
COM 131	CMN 1310	COM 110	In progress	CMST 101	
COM 181	Elective	COM 160	In progress	JRNL 160	BC 100

Articulation agreements with NIU are currently being sought for Sauk's communications classes.

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Academic Degree (discipline)	Speech Communication (A.A. 610)

Summary

Objectives: What are the objectives of the program and sequences of courses (such as developmental through college-level) in the discipline? To what extent are they being achieved?

The objectives of the Speech Communication program are to 1) provide students with the theories, concepts, and skills necessary to become more effective speakers and listeners in personal and professional situations, and 2) build a foundation for students' general education and prepare them for a bachelor's degree in communication studies or related fields. The sequence of college-level courses achieves these objectives by first exposing students to various types and aspects of communication in *Introduction to Oral Communication* (SPE 131). Students are then able to delve deeper into the discipline's core aspects in *Interpersonal Communication* (SPE 151), *Group Discussion* (SPE 161), *Introduction to Mass Communication* (SPE 181), and *Public Speaking* (SPE 231).

Need: It is expected that there is a continuing need for courses in each of the academic disciplines, but is the array of courses offered appropriate to meet the needs of students and support academic programs?

Introduction to Oral Communication (SPE 131) is required of many SVCC students. Accordingly, 2,304 students have enrolled in the course over the past five years. Besides on-campus day and night sections and off-campus dual-credit sections, an online section is also now being offered. Beyond SPE 131, 154 students (136 online) enrolled in the other SPE courses to satisfy major or other degree requirements.

Cost-effectiveness: What steps can be taken to offer courses more cost effectively? Are there needs for additional resources?

Totals from FY 2012 to FY 2016 indicate that this program has operated at 6% under budget and has netted $331,082 in income for the College. Revenue increased from $31,711 in FY 2012 to $103,960 in FY 2015 and $99,099 in FY 2016 due to reductions in faculty salaries and benefits. Over the past year, those sections of the basic course, *Introduction to Oral Communication*, with the lowest enrollment have been removed. Additional resources for online course development may be needed over the next few years.

Quality: Based on the results of assessment and other information about courses and sequences of courses in the discipline, what steps need to be taken to update or improve instruction? Describe any programmatic achievements already achieved or are planned for the future.

Until last year, all theater and communication courses were labeled with the confusing and outdated prefix SPE. Theater courses have since been relabeled THE, and, effective Fall 2017, the communication courses will be labeled COM. We have made our courses more accessible by offering online sections of *Introduction to Oral Communication* (SPE 131), *Interpersonal Communication* (SPE 151), and *Introduction to Mass Communication* (SPE 181). A full-time faculty member with a Ph.D. in communication studies was hired in 2015 and has recommended further ways to update and improve the quality of the Speech Communication program. Steps include:

- Revising the SVCC catalog's program description and sequence of courses to better represent the purpose and depth of the program.
- Updating each SPE (soon COM) course's description and outline to ensure their adherence to IAI codes and to better reflect the course's current objectives, topics, and assessment practices.
- Working with academic advisors to help promote the utility of a Speech Communication degree and communication courses.
- Improving communication between on-campus and off-campus faculty to ensure instructional consistency and encourage part-time instructors to participate in the assessment process.

Transfer Courses: Generate a list of 1.1 transfer courses within the discipline and action taken to obtain current articulation agreements.

SVCC Course	EIU	ISU	NIU	SIUC	WIU
COM 131	CMN 1310	COM 110		CMST 101	
COM 151	CMN 2630	COM 123		CMST 262	
COM 161	Elective	COM 223		CMST 261	
COM 181	Elective	COM 160		JRNL 160	BC 100
COM 231	CMN 1310G	Elective		CMST 101	

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College (506)   **Academic Year 2016 - 2017**

Academic Degree (discipline)	English (A.A. 602)

Summary

Objectives: What are the objectives of the course and sequences of courses (such as developmental through college-level) in the discipline? To what extent are they being achieved?

The primary objectives of the program are to help students develop proficiency in writing college-level expository and research-based essays and provide them with instruction in analyzing and responding to literature to supplement their general education requirements and/or pursue English degrees at transfer institutions.

These goals are being achieved at rates consistent with the college's other programs' goals.

Need: It is expected that there is a continuing need for courses in each of the academic disciplines, but is the array of courses offered appropriate to meet the needs of students and support academic programs?

The majority of Sauk students pursuing associate's and transfer degrees are required to complete ENG 101 (Composition I) and ENG 103 (Composition II). More than 6,000 students have completed these courses over the past 5 years. Approximately 18% of these students have completed the courses online.

Given the number of students declaring English majors and opportunities to earn humanities credits elsewhere at the college, the number of literature offerings has been sufficient for our students' current needs.

Cost-effectiveness: What steps can be taken to offer courses more cost effectively? Are there needs for additional resources?

The program has generated more than $800,000 net income for the college over the past 5 years.

Faculty members in the program would like to have more input in how students seeking help with writing for all Sauk courses are tutored in our Learning Commons area and online. We would like to see at least one full-time faculty member serve as a liaison/tutor in the Learning Commons each semester to facilitate communication between tutors and faculty members and train qualified students to serve as online tutors, saving the college (not just the program) significant money over time since we are currently offering NetTutor online tutoring at $29 per hour.

We would also like to reduce the enrollment cap for each ENG 101 and ENG 103 section from 23 to 20. Each student in ENG 101 and ENG 103 composes a number of essays that add up to a minimum of 3,000 words for the semester. Addressing each student's level of writing competency and providing feedback for improvement is labor intensive, and to afford each student the level of feedback required during the writing process can be a struggle in these skill-based courses. Since the program has a consistent record of working under budget and generating revenue, and since our main goal in teaching these courses is to improve each student's level of writing competency, we feel this is a justified request

Quality: Based on the results of assessment and other information about courses and sequences of courses in the discipline, what steps need to be taken to update or improve instruction? Describe any programmatic achievements already achieved or are planned for the future.

Assessment results indicate that having more consistent approaches to tutoring students seeking help with writing and more information regarding the tutoring sessions shared with faculty members the students submit the work to for grades would improve the overall success of student writing at Sauk. Allowing a full-time faculty member from the program to work with tutors in our Learning Commons area each semester would help achieve these goals.

Reducing class sizes would also help instructors better meet the needs of each student.

Transfer Courses: Generate a list of 1.1 transfer courses within the discipline and action taken to obtain current articulation agreements.

SVCC Course	EIU	ISU	NIU	SIUC	WIU
ENG 101	ENG 1001G	ENG 101	ENGL 103	ENGL 101	ENG 180
ENG 103	ENG 1002G	ENG 145	ENGL 203	ENGL 102	ENG 280
ENG 227	Elective	ENG 110	ENG 115	Elective	ENG 228
ENG 225	Elective	Elective	Elective	Elective	ENG 238
ENG 226	Elective	Elective	Elective	Elective	ENG 238
ENG 228	Elective	ENG 110	ENGL 206	ENGL 302B	ENG 228
ENG 201	Elective	Elective	Elective	Elective	ENG 201
ENG 203	Elective	Elective	Elective	Elective	ENG 200
ENG 212	Elective	ENG 160	Elective	ENGL 225	ENG 301
ENG 230	Elective	Elective	Elective	ENGL 205	ENG 245

STUDENT & ACADEMIC SUPPORT SERVICES
PROGRAM REVIEW SUMMARY REPORT
Required ICCB Report

Sauk Valley Community College (506)　　　　　　　　**Academic Year 2016-2017**

Student & Academic Services Area	Business Services

Major Findings and Improvements/Modifications to the Area

Provide a brief description of the function of the program, its strengths and challenges, and any quality improvements or modifications made since the last program review.

The Business Office has made strides with trying become less manual and use our electronic systems. We have reduced the amount of paper by no longer printing greenbar reports and emailing students current term bills. The purchase of Banner Self Service for HR and Finance has reduced the staff by one and allowed for less paper to be passed through the office by making it online. In addition, it will reduce the amount of re-entry by allowing information to be directly entered into Banner rather than on a paper form which is then re-entered into the Banner system. The Business Office will always have to stay on top of any changes with Federal regulations which can possibly impose more work on staff when it comes to proposed changes on the students 1098-T tax form. The Business Office continues to try to work more efficiently but does have the challenge of new staff that will need to be trained in current process. As they become more familiar with their positions it will allow our office to become better cross trained but will have to maintain our internal control compliance.

STUDENT & ACADEMIC SUPPORT SERVICES
PROGRAM REVIEW SUMMARY REPORT
Required ICCB Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Student & Academic Services Area	Dual Credit

Major Findings and Improvements/Modifications to the Area

Provide a brief description of the function of the program, its strengths and challenges, and any quality improvements or modifications made since the last program review.

The function of Dual Credit is to allow qualified high school students the ability to begin their college career while still attending high school. The Dual Credit Office strengths include academic enrichment to the students who participate and allowing them to begin their college journey at a quality institution for a fraction of the cost. It also shows our community that we are here for them in multiple facets, not just what many perceive to be the traditional way of attending college. Challenges to the program include ever changing standards by the State and lack of State funding. Being a smaller district means that the number of qualified instructors is not as large as it would be in a larger community, thus making it more difficult for smaller schools to gain access to college-level courses in their own buildings. Lack of State funding has pressed on all areas of academics within the State and this is no different. With less funding comes less staff to work with the program. Improvements and modifications being made to the program this academic year include the creation of many online forms and information to reduce the amount of spending on paper/printing as well as the amount of time chasing said forms. Students and parents interested in the program will be able to access answers to many of their questions though the website being developed with our technology department.

STUDENT & ACADEMIC SUPPORT SERVICES
PROGRAM REVIEW SUMMARY REPORT
Required ICCB Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Student & Academic Services Area	Student Recruitment

Major Findings and Improvements/Modifications to the Area

Provide a brief description of the function of the program, its strengths and challenges, and any quality improvements or modifications made since the last program review.

The goal of the program is to increase enrollment and awareness of SVCC's many offerings to students and community. The Student Recruitment office maintains a good working relationship with area high school staff and counselors. We seek multiple avenues to recruit during community events in our district, as well. Our reduced budget is a challenge but we are seeking alternate funding sources and working closely with the Marketing office to combine our efforts.

STUDENT & ACADEMIC SUPPORT SERVICES
PROGRAM REVIEW SUMMARY REPORT
Required ICCB Report

Sauk Valley Community College (506)   **Academic Year 2016-2017**

Student & Academic Services Area	Student Activities

Major Findings and Improvements/Modifications to the Area
Provide a brief description of the function of the program, its strengths and challenges, and any quality improvements or modifications made since the last program review.

Student Activities provides opportunities for students to be involved and strives to provide students with an enjoyable college experience. While offering social, cultural, educational, and recreational programs, Student Activities encourages students to use leisure time productively by participating in student clubs and organizations, attending Student Activities and other college sponsored events, developing leadership abilities, and developing connections that can provide needed support.

The biggest improvement to Student Activities has been the way events and opportunities have been promoted to students. The support from faculty, staff, and Marketing Department, has been essential and has resulted on increased student awareness of the opportunities available to them. Since work, homework and driving back to campus prevent students from attending student activities events or joining a student organization, Student Activities has continued to collect information from students about the best time to offer programs to try to offer events at a time that is convenient for them.

Unfortunately, due to some partner community organizations losing funding from the state, the Disability Expo was not offered in 2016. Student Activities plans to continue its educational programming regarding diversity and disabilities by collaborating with the SVCC's Disability Support Office and the Association for Disability Awareness Club.

Over the next five years, it will be critical for Student Activities to assist the college in reducing expenses and increasing stream of revenue. One way this can be accomplished is for the Student Activities Coordinator to invest time and energy to build connections with community agencies to co-sponsor events and connect with businesses to keep informing clubs about fundraising opportunities. Referrals from Sauk staff who collaborate with outside agencies and businesses would be appreciated to increase collaborations. Outside revenue streams will serve to supplement the Student Activities budget.

Overall, Student Activities programs strengthen campus and community relationships and reinforce a positive image for the college. Student Activities will continue to offer experiences that enhance self-esteem and assist students in developing skills that help them become productive citizens and community leaders.

Program Review Schedule	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
CROSS DISCIPLINARY INSTRUCTION	o Developmental Mathematics	o Developmental English/Language Arts	o Adult Education/ESL	o Vocational Skills	o Personal and Professional Development
ACADEMIC DISCIPLINES (AA & AS DEGREES)	**Mathematics** o Mathematics (AS=416)	**Business** o Business (AA=210) o Business Accounting (AA=220) **PHYSICAL AND LIFE SCIENCES:** o Biology (AS=413) o Chemistry (AS=414) o Physics (AS=417) o Engineering (AES=320) **PRE-PROFESSIONAL** o Pre-physical Therapy/Occupational Therapy (AS=830) o Pre-professional Medical (AS=510) **Physical Education:** o Kinesiology and Physical Education (AA=691) o Athletic Training (AA=635)	**HUMANITIES & FINE ARTS:** o Art (AA=601, AFA=150) o Foreign Language (AA=603) o Theatre Arts (AA=611) **NURSING:** o Nursing (AA=625)	**EDUCATION:** o Early Childhood Ed (AA=681) o Elementary Ed (AA=680) o Secondary Ed (AA=685, AS=885) o Special Ed (AA=690) **SOCIAL & BEHAVIORAL SCIENCES:** o Economics (AA=651) o History (AA=652) o Political Science (AA=653) o Psychology (AA=655, AS=855) o Social Work (AA=620) o Sociology (AA=656) **AGRICULTURE** o Agribusiness (AA=112) o Agriculture (AS=110)	**COMMUNICATIONS:** o English (AA=602) o Communication-media (AA=614) o Communication Studies (AA=610) **COMPUTER SCIENCE:** o Computer Science: Information Technology Track (AA=641) **CRIMINAL JUSTICE:** o Criminal Justice (AA=624)
CAREER & TECHNICAL EDUCATION	o Art: Digital Media Arts (Cert=B24) o Radiologic Technology (AAS=051)	**Accounting** o Accounting (AAS=021 & Cert=B90)	**BUSINESS:** o Management (AAS=022 & Cert=B93)	**EDUCATION:** o Early Childhood Ed (AAS=042) o Early Childhood Education: Educator (Cert=F16)	**COMPUTER INFORMATION SYSTEMS:** o CIS: Management Information Systems (Cert=B40)

(AAS DEGREES & CERTIFICATES)	o CT (Cert=E90)	HEATING, REFRIGERATION, AIR CONDITIONING: o HVAC: Entry Level Technician (Cert=H84) WELDING: o Entry Level (Cert=H48) o Advanced (Cert=H49) o Robotic Welding (Cert =H46)	o Supervisory Management (Cert=B97) o Marketing (AAS=020 & Cert=B92) o Entrepreneurship and Small Business Management (B89) NURSING: o A.D.N. (AAS=052) o L.P.N. (Cert=E91) o Nurse Assistant (Cert=E93) AGRICULTURE : o Agriculture (AAS= 017)	o Early Childhood Education: Educator Assistant (Cert=F15) o Paraprofessional Educator (AAS=041)	o CIS: Microcomputer Applications (AAS=076) o CIS: Microcomputer Applications I (Cert=B32) o CIS: Microcomputer Applications II (Cert=B36) o CIS: Web Design (Cert=B37) o CIS: Networking Professional (Cert=B35) o CIS: Networking Specialist (AAS=075& Cert=B31) o CIS: Windows Server Administrator (AAS=077) o CIS: Server Support Specialist (Cert=B28) o CIS: PC technician (Cert=B29) CRIMINAL JUSTICE: o Criminal Justice/ Justice Affairs (AAS=082) o Criminal Justice/Law Enforcement (AAS=081) o Criminal Justice: Corrections (C50) MANUFACTURING TECH: o Electronics: Industrial (Cert=H65) o Electronics: Microprocessor

CAREER & TECHNICAL EDUCATION, (AAS DEGREES & CERTIFICATES) continued					Maintenance (Cert=H64) o Machining and CNC (H73) o Multicraft Technology (AAS=061) **OFFICE AND ADMINISTRATIVE SERVICES**: o Office & Administrative Services: Administrative Assistant (AAS=023) o OAS: Admin. Assistant (Cert=B81) o OAS: Office Assistant (Cert B80) o OAS: Desktop Publishing Specialist (Cert=B33) o OAS: Financial Services Representative (Cert=B84) o OAS: Legal Office Assistant (AAS=026 & Cert=B82) o OAS: Medical Office Assistant (AAS=024 & Cert=B83) o OAS: Word Processing (Cert=B23)
STUDENT & ACADEMIC SERVICES	o Admissions and Records o Career Services o Learning Commons (Library and LAC)	o FaCIT o Financial Assistance & Veterans Services	o Disability Support Office o Testing Center o Academic Advising	o Business Services o Athletics o Student Activities	o Dual Credit o Recruitment