Illinois Community College Board



Program Review Manual

For Submission of College Annual Program
Review Reports
Revised: May 2021

Fiscal Year 2022-2026



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Section I: General Overview

Purpose

The Illinois Community College Board (ICCB) is mandated by the Illinois Public Community College Act to coordinate a statewide program review system (see P.A. 78- 669). Various program areas and services, including instructional programs, are required to be reviewed once every five years by their respective community college and submitted to the ICCB, but more frequent and continuous reviews (e.g. annual) are encouraged. This manual offers guidance and outlines all reporting and submission requirements.

The purpose of Statewide Program Review is to:

- 1. support strategic campus-level planning and decision-making related to instructional programming and academic support services, including but not limited to program revisions, program closures, and revisions to services;
- 2. address inequities to support program improvement;
- 3. support the delivery of locally responsive, cost-effective, high quality programs and services across Illinois' community college system.

This purpose aligns with the ICCB goals focused on reducing inequities, strengthening programming, and contributing to the economic development of the state.

Authority

Under Section 2.12 of the Illinois Public Community College Act, the ICCB, designated as the "State Board" has the authority to provide statewide planning, conduct feasibility surveys, approve and disapprove programs, and discontinue programs which fail to reflect the educational needs of the district (P.A. 78-669).

Process

The Statewide Program Review process is designed to complement college-level planning and decision making, and reflect on the integration of various programs and services, in addition to providing information that will assist the ICCB in fulfilling its statutory responsibilities. Program review can be a critical tool for continuous improvement and evaluation of programs and services offered by the college. Prepared with adequate data, program review can be instrumental in identifying inequities, including racial equity gaps, and can serve as a process to engage stakeholders purposefully in advancing equity. Program review should be aligned and integrated with other continuous quality improvement processes. These processes may include but are not limited to strategic planning of instructional programming, development of the annual calendar, data submission and reporting, and accreditation review.

Guidelines, templates, and schedules have been developed to assist the colleges in reviewing four (4) major program/service areas:

1) Career and Technical Education,

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- 2) Academic Disciplines,
- 3) Cross-Disciplinary Instruction, and
- 4) Student and Academic Support Services.

All four areas, including all programs within each area, are to be reviewed on a five-year cycle. The schedule represents the program areas and courses to be reviewed during each fiscal year. See the Program Review Schedule on page 53 in this manual for more information.

Submission of the review, using the program specific templates, to the ICCB is required by September 1st of every year. Program review submissions are reviewed by a team of ICCB staff. Additional requests for information, especially if there are inadequate or missing sections, may be required throughout the year. Within the fiscal year, ICCB staff will contact you with specific feedback, consistent with the statutory authority of the agency. Failure to complete and/or submit program review under the statewide process will be assessed by the ICCB and reflected in the college's Recognition Review conducted by the ICCB.

Section II: Completing the Review

Program Review Areas

Every year, specific instructional programs and services will be reviewed in each of the four main areas consistent with the 5-Year Program Review Schedule. The schedule is not all inclusive, particularly for CTE programs. While all major 2-digit Classification of Instructional Programs (CIP) codes representing general groupings of programs are denoted in the schedule, common four-digit CIP codes are provided as an example for each year. Specific programs not listed in the schedule should be reviewed in fiscal years with similar programs and/or CIP code groupings. Please note that additional 2 and 4-digit CIP codes have been added to the Schedule. If colleges have previously slated these programs for review in different years, please denote that in the year it is scheduled for review and the year in which it is being submitted (if not aligned with the schedule).

Templates are provided specific to each review area in Section V: Review Instruments and Section VI: Cross-Disciplinary Review Instruments. These templates <u>must</u> be utilized for the college's program review submission.

- Complete a separate template for each program/course. If there are certificates and/or other stackable credentials within the program, please be sure to specify and sufficiently address all questions regarding each stackable credential within that respective template **or by** utilizing a separate template. This is at the discretion of the college.
- ➤ Complete the template in its entirety. **Do not delete questions**, but additional questions may be added to fully integrate the review templates with the institution's own review processes.
- Failure to fully complete the review templates will result in the specific program review submission being rejected.
- ➤ Convoluted narrative responses are discouraged. Answer questions succinctly providing only the information requested.

Career & Technical Education (CTE) Programs

A CTE program utilizes a credit-bearing curriculum designed to prepare students for employment in a specific career pathway. This includes programs leading to an Associate in Applied Science (A.A.S.) Degree or Certificate. These reviews should utilize the minimum standards of need, cost, and quality to comprehensively assess each program.

Academic Disciplines

The academic disciplines are the courses and sequences of courses in Communications, Mathematics, Physical and Life Sciences, Humanities and Fine Arts, and Social and Behavioral Sciences. These reviews should focus on the quality of individual courses and clusters of courses, as well as how successful the discipline area as a whole is in achieving its goals.

Student & Academic Support Services

Student and Academic Support Services are non-instructional activities that support instruction and student persistence. It is suggested that colleges review all of their student

and academic support services. Colleges should also evaluate the quality and cost-effectiveness of all their student and academic support services. Student and Academic Support Service areas of review include:

- Admissions, Registration and Records
- Recruiting
- Learning and Tutoring Services
- Career and Placement Services
- Financial Aid and Bursar Services
- Disability Services
- Counseling and Advising
- Library Services
- Athletics
- Student Activities
- Other Areas for Review (Optional):
 - Veterans' Services
 - Online Learning Services
 - Campus Security
 - o Diversity, Equity, and/or Inclusion Center or Programs

Cross-Disciplinary Instruction

Cross-disciplinary instruction is curriculum that incorporates courses from two or more instructional areas. These curricula are designed to support broad goals related to a college's mission and include:

- ➤ Developmental Mathematics: preparatory courses in the mathematics that are used to raise skill level so as to be ready for college level mathematics coursework. These courses generally are not used to accumulate college-level credit.
- Developmental English Language Arts (Reading and Communication Skills): preparatory courses in the English Language Arts that are used to raise skill level so as to be ready for college level mathematics coursework, These courses generally are not used to accumulate college-level credit.
- Adult Education and Literacy: academic instruction and education services below the postsecondary level that increase an individual's ability to (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) transition to postsecondary education and training; and (C) obtain employment. (WIOA Sec. 203(1))
- ➤ English Language Acquisition: a program of instruction (A) designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and (B) that leads to attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training; or employment. (WIOA Sec. 203(6))
- ➤ Vocational Skills (PCS 1.6): used to classify students who are enrolled primarily in vocational skills courses to review or upgrade present vocational skills on a full- or part-time basis or to learn a specific, short-term occupational skill.

These reviews should focus on the quality of offerings and how successful the cross-

disciplinary area is as a whole in achieving its goals. The reviews of cross-disciplinary curricula build upon the reviews of academic disciplines and occupational programs as appropriate.

NOTE: Colleges are no longer required to submit reviews of General Education and Transfer functions but should continue these reviews at the institutional level to meet accreditation and other requirements.

Other Program Actions

Annually, colleges may report important program changes and improvements that did not result from program review but are made as a result of campus planning and/or quality improvement. This includes, but is not limited to, addition of new programs and modification or elimination of existing programs outside of program areas under review for the current year.

- For programs up for review, an area is available on each template for colleges to detail any recent program actions since the last review.
- For programs reviewed in previous years, if significant modifications were made or substantial recommendations were made by ICCB staff in a prior review cycle and an update is required, provide an update using the Prior Review Supplemental Information form in Section VI: Cross-Disciplinary Review Instruments.

Program Review Expectations

In general, college program review processes should:

- At a minimum, systematically examine the **need**; **cost**; and **quality** of individual programs and services, ensuring that programs continue to be responsive to local needs, cost-efficient, and integrate quality components into programming;
- Involve faculty and appropriate administrators who are directly responsible for the areas being reviewed as well as faculty, academic support professionals, and administrators from across the campus as appropriate;
- Employ relevant information such as assessment results appropriate to the unit, as well as comparative data on enrollments, completions, and costs using the most recent audited state-level data;
- ➤ Be responsive to identified areas of weakness by developing and implementing feasible and measurable action steps;
- ➤ Include the use of disaggregated data to uncover and address equity gaps in programming, performance, or service;
- Assure that the process is well documented and use the results to inform campus planning initiatives, quality improvement efforts, and budget allocation decisions;
- ➤ Report results and actions resulting from reviews to local boards, advisory committees, and other stakeholders as appropriate;
- Adhere to a minimum review cycle of once every five years for all programs listed in the Program Review Schedule.

Additional information for each of these standards is included on the templates and will help guide colleges to successfully review a program. In addition to the templates, supplemental resources (i.e. FAQs, webinars, etc.) to assist colleges and their staff in

reviewing their programs or courses are provided on the <u>Program Review website</u>. If college staff are seeking technical assistance, please direct all questions to iccb.programreviewsubmission@illinois.gov.

Utilizing and Disaggregating Data for Program Review

Each minimum standard for review will require a thorough analysis of data. Colleges are to analyze disaggregated data including course-level and demographic data to identify trends and equity gaps. Colleges may use the most recent audited state-level data available from ICCB at the time they begin their annual program review process. The aforementioned data and reports can be found at https://www.iccb.org/data.

State and local labor market data, including occupational and industry employment projections and wage data, are available through various resources including the Illinois Department of Employment Security (IDES) (https://illinois.virtuallmi.com/vosnet/dashboards/defaultana.aspx?menuid=MENU_STA RT PAGE DASHBOARD ANA) or can made available by local workforce innovation boards.

Other data as collected by the institution or program are encouraged to be used and should be cited appropriately. Examples of other data sources including results from the Perkins V Comprehensive Local Needs Assessment, <u>Postsecondary Data Profiles</u>, ICCB Underrepresented Groups Report, DAISI, and Adult Education Index of Need. Other resources regarding the utilization of data for program improvement or the disaggregation of data are provided on <u>ICCB's Program Review webpage</u> or <u>Program Review Illinois</u>.

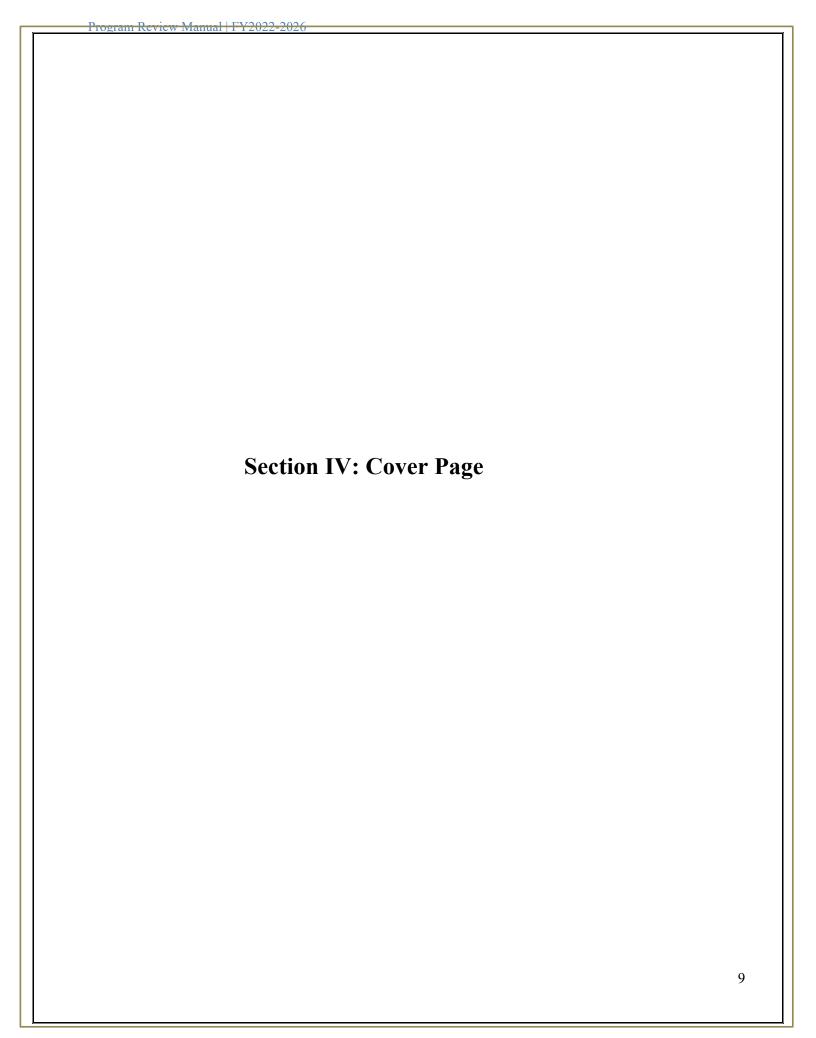
Section III: Submission Requirements

Annual reviews are to be completed in full and submitted ICCB.programreviewsubmission@illinois.gov by September 1st of each year. Failure to submit on time, or without an approved extension, will result in an audit finding for the ICCB. All program review documents and templates should be compiled and submitted at one time. If the submission will not be collated as one document or file, which is recommended, all templates must be appropriately labeled and submitted within a zip drive. Failure to submit documents in this manner will result in the submission being rejected and will require resubmission by the college. The submission should include the following:

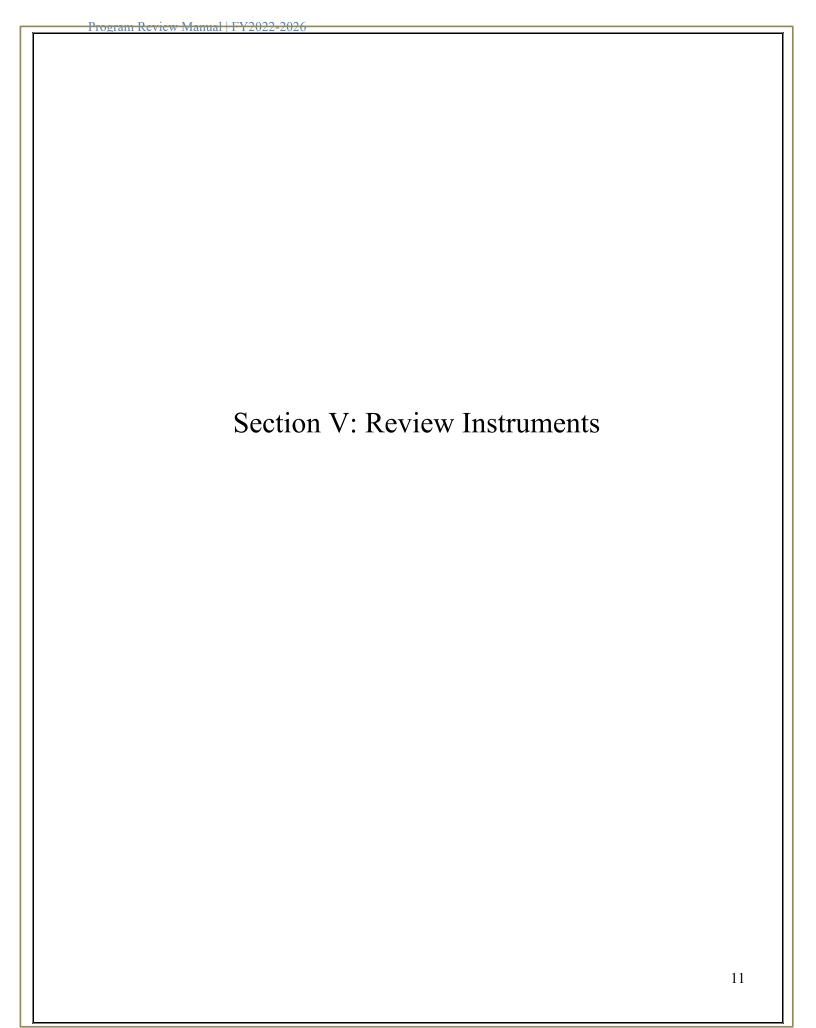
- ➤ A completed Program Review Cover Page;
- ➤ Completed review templates for all four areas and programs listed in the schedule for the fiscal year being reviewed; and
- Completed "Other Program Actions" Templates based on prior review cycles, if appropriate.

The submission of extraneous information outside of what is required will not be reviewed. Each template should represent a summary of each program and all information and data should be concise. If additional information or data is needed, it will be requested by ICCB staff pending further review.

EXTENSIONS: Extensions may be granted and should be requested by August 1 of each year. An extension may not exceed four weeks following the initial deadline. Please request extensions by emailing iccb.programreviewsubmission@illinois.gov.



Program Review Cover Page		
College		
District Number		
Contact Person (name, title, contact information)		
Fiscal Year Reviewed:		
Directory of Revi	ews Submitted	
Area Being Reviewed	Page Numbers	
Area Being Reviewed Career and Technical Education	Page Numbers	
	Page Numbers	
Career and Technical Education	Page Numbers	
Career and Technical Education Academic Disciplines	Page Numbers	
Career and Technical Education Academic Disciplines Student and Academic Support	Page Numbers	
Career and Technical Education Academic Disciplines Student and Academic Support Services	Page Numbers	



(Career 6	& Technical	Education	
Colleg	e Name:			
Academic Years Reviewed:				
	Identification	Information		
Program Title	Degree or Cert	Total Credit Hours	6-Digit CIP Code	List all certificate programs that are stackable within the parent degree
Address all fields in the tem program, please be sure to credential within this ten	o specify an nplate or re	nd sufficiently add	lress all questions re rted within its own t	garding each stackable
Program Objectives What are the overarching objectives of the program? what are the program learn outcomes? What occupation this program intended to prepare students for?) To what extent are these obbeing achieved? Please deta achievement of program ob is being measured or assess do you know if and how ob are being achieved? This me employment rates of gradual passing exam/licensure rate assessment of students meet Program Learning Outcome. Past Program Review Act What action was reported lathe program was reviewed? these actions completed? Review Team Please identify the names an of faculty and staff who we participants in the review of program.	jectives il how jectives ed. How jectives ay include ates, es, ting es, etc.) ion ast time Were			
Also describe their role or				

1.5 How are needs/changes

leadership?

evaluated by the curriculum review committee and campus academic

institution/program assess student affordability for this program? (Consider if program costs are reasonable, comparable to like

voluntarily seek accreditation (e.g. automotive technology, ASE).

3.9 Are there industry-recognized credentials embedded within this

program? If so, please list.

List any additional barriers encountered while implementing the program not detailed above. Please consider the following: retention, placement, support services, course sequencing, etc.

	Dorfor	manco and	Fauity		
Please complete for each program on enrollment and completion da year long	reviewed. Colle ta individually f	or each certificat	iggregated data fr	ram. Provide the	
CTE Program					
CIP Code					
	Year 1	Year 2	Year 3	Year 4	Year 5
Number of Students Enrolled					
Number of Completers					
Other (Please identify)					
What disaggregated data was reviewed?					
If program enrollment is					
low, programs may disaggregate data at the					
department or discipline					
level. Disaggregated may include, but is not limited					
to race, ethnicity, gender,					
age, part-time/full-time status.					
It may also be appropriate					
to analyze intersectionality among student					
demographics (e.g. gender					
& race, special population					
status & race, etc.) How does the data support					
the program goals?					
Elaborate.					

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Were there gaps in the data (equity gaps, enrollment gaps, retention gaps, success gaps, etc.)? Please explain.	
What is the college doing to overcome any identified gaps? If nothing is currently being done, explain what the college plans to do to close identified gaps.	
Are the students served in this program representative of the total student population? Please explain.	
Are the students served in this program representative of the district population? Please explain.	
	Review Results
Action	☐ Continued with Minor Improvements ☐ Significantly Modified ☐ Placed on Inactive Status ☐ Discontinued/Eliminated ☐ Other (please specify)
Summary Rationale Please provide a brief rationale for the chosen action.	
Intended Action Steps What are the action steps resulting from this review? Please detail a timeline and/or dates for each step.	
Program Objectives If program objectives are not being met, what action steps will be taken to achieve program objectives?	

To what extent are action steps being implemented to address equity gaps, including racial equity gaps? Resources Needed Responsibility Who is responsible for completing or implementing the modifications?	Performance and Equity	
to address equity gaps, including racial equity gaps? Resources Needed Responsibility Who is responsible for completing or implementing the	To what extent are action	
including racial equity gaps? Resources Needed Responsibility Who is responsible for completing or implementing the		
Resources Needed Responsibility Who is responsible for completing or implementing the	to address equity gaps,	
Responsibility Who is responsible for completing or implementing the	including racial equity	
Responsibility Who is responsible for completing or implementing the	gaps?	
Who is responsible for completing or implementing the	Resources Needed	
Who is responsible for completing or implementing the	Responsibility	
implementing the	Who is responsible for	
implementing the modifications?	completing or	
modifications?	implementing the	
	modifications?	

Aca	ademic Disciplines
College Name:	•
Academic Years Reviewed:	
Discipline Area:	
Complete this section to review the Academi	Review Summary C Discipline as a whole. Use the Course Specific Review portion of this each course reviewed in the Discipline.
Program Objectives What are the objectives of the discipline?	
To what extent are these objectives being achieved? How do you know the extent to which they are being achieved?	
How does this discipline contribute to other fields and the mission of the college, including addressing the college's vision for equitable access for students?	
Prior Review Update Describe any quality improvements or modifications made since the last review period.	
	Review Analysis concise information where applicable. Please do not insert data sets but the questions. The review will be sent back if any of the below fields are wided.
Indicator 1: Need	Response
1.1 What mechanisms are in place to determine needs/changes for AA, AS, AFA, and AES academic programs? How are needs/changes evaluated by the curriculum review committee and campus academic leadership?	
1.2 How will students be informed or recruited for this discipline?	

1.3 What, if any, new Academic Transfer degrees/major options have been added/deleted to the college's offerings during the last review period? What determined this action? 1.4 How many total courses are offered by the college in this discipline? What courses see the largest need (enrollment) from students?	
Indicator 2: Cost Effectiveness	Response
2.1 What are the costs associated with this discipline? (How does the operational cost of this discipline compare to that of other baccalaureate/transfer disciplines and all programs offered by the college overall? What are the primary costs associated with this discipline? How many full- and part-time faculty are maintained for this discipline?)	
2.2 What steps can be taken to offer curricula more cost-effectively?	
2.3 Is there a need for additional resources?	
Indicator 3: Quality	Response
3.1 Are there any alternative delivery methods of this discipline? (e.g. online, flexible scheduling, accelerated, team teaching, etc.)?	
3.2 If the college delivers a course in more than one method, does the college compare success rates of each delivery method? If so, how? How does the college provide supports to students to ensure that they have equitable access to these different course delivery methods?	

		mance and			1 '4 1' 1
Please complete for each course in	reviewed in the	data available.	oline. Provide the	most recent 3-ye	ear longitudinal
Academic Discipline Area					
Course Title					
Course Description					
•	Year 1	Year 2	Year 3	Year 4	Year 5
Number of Students Enrolled					
Number of Students Emoned					
Credit Hours Produced					
Success Rate (% C or better) at the end of the course,					
excluding Withdrawals and Audit students					
IAI Status (list code) or Form 13 Status (list signature dates and institutions)					
How does the data support the course goals? Elaborate.					
What disaggregated data was reviewed?					
Were there identifiable gaps in the data? Please explain.					
Academic Course Review Results					
Intended Action Steps					
Please detail action steps to be completed in the					
future based on this					
review with a timeline					
and/or anticipated dates.					
Program Objectives					
If program objectives are					
not being met, what action steps will be taken to					
Steps will be taken to					

achieve program	
objectives?	
Performance and	
Equity	
To what extent are action	
steps being implemented	
to address equity gaps,	
including racial equity	
gaps?	
Rationale	
Provide a brief summary	
of the review findings and	
a rationale for any future	
modifications.	
D N 1 1	
Resources Needed	
Responsibility	
Who is responsible for	
completing or	
implementing the	
modifications?	

Student and Academic Support Services

Address all fields in the template with an equity lens. If needed, you may provide a link to support your submission. Complete the following fields and provide concise information where applicable. Please do not insert full data sets but summarize the data to completely answer the questions. Concise tables displaying these data may be attached. The review will be sent back if any of the below fields are left empty or inadequate information is provided.

The review will be bent buck it any of the ber	ow fields are left empty of madequate information is provided.
College Name:	
Academic Years Reviewed:	
Review Area:	
Review Team Please identify the names and titles of staff and faculty who were major participants in the review of this program/service and their role or engagement in this process.	
Mission How does the program/service contribute to the mission of the college?	
Advancement of Equity How does the program/service help advance equity?	
Service Objectives Please provide a brief overview of the program or service being evaluated. What are the overarching goals/ objectives of the program/service?	
To what extent are these objectives being achieved? Please detail how achievement of program/service objectives is being measured or assessed?	

3.10 How is the college seek opportunities to close the ga provide equitable access to programs and services?	_	
3.11 How does the program service address inequities in instructional programs, if appropriate?		
		Review Results
Intended Action Steps Please detail action steps to be completed in the future based on this review with a timeline and/or anticipated dates. To what extent are action steps being implemented to address equity gaps, including racial equity gaps?		
Rationale Provide a brief summary of the review findings and a rationale for any future modifications.		
Resources Needed		
Responsibility Who is responsible for completing or implementing the modifications?		

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Section VI: Cross-Disciplinary Review Instruments	
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Di	EVELOPMENTAL MATH			
College Name:				
FISCAL YEAR IN REVIEW:				
REVIEW SUMMARY				
Program Objectives What are the objectives or goals of the program/discipline?				
To what extent are these objectives or goals being achieved? How do you know the extent to which they are being achieved?				
How does this program contribute to other fields and the mission of the college?				
Prior Review Update Describe any quality improvements or modifications made since the last review period.				
REVIEW ANALYSIS complete the following fields and provide concise information where applicable. Please do not insert data sets but summarize the data to completely answer the questions. Review will be sent back if any of the below fields are left empty or inadequate information is provided.				
Indicator 1: Need	Response			
1.1 Detail how the offerings are sufficient and aligned to meet the needs of students across all programs served and supportive academic programs (e.g. tutoring, co-requisite, summer bridge, AE-ICAPS, foundational mathematics).				
INDICATOR 2: COST EFFECTIVENESS	RESPONSE			
2.1 What are the costs associated with this program?				
2.2 How is the college paying for this program and its costs (e.g. grants, etc.)?				
2.3 If most of the costs are offset by grant funding, is there a sustainability plan in place in the absence of an outside funding source? If so, please elaborate.				

2.4 Based upon this review, what steps are being taken to offer curricula more cost-effectively?	
2.5 Are there needs for additional resources? If so, what are they?	
INDICATOR 3: QUALITY	RESPONSE
3.1 How is the college working with high schools to reduce developmental needs?	
3.2 What is the college doing to develop and implement co-requisite or pathway models to ensure students placing into development education finish the sequence within one academic year?	
3.3 Provide a description of the developmental sequence. Colleges may	
attach a graphic representation. 3.4 Are there any alternative delivery methods of this program? (online, flexible-scheduling, team-teaching, accelerated, etc.)?	
3.5 What innovation has been implemented or brought to this program?	
3.6 To what extent is the program integrated with other instructional programs and services?	
3.7 Have partnerships been formed since the last review that may increase the quality of the program and its courses? If so, with whom?	
3.8 How well are completers of developmental courses doing in related college-level courses?	
3.9 What professional development or training is offered to instructors and/or staff to ensure quality programming?	
LIST ANY BARRIERS ENCOUNTERED V	WHILE IMPLEMENTING THE PROGRAM.
DATA ANALYS	SIS FOR DEVELOPMENTAL MATH

Please complete for each course i					eview. Provide
COURSE TITLE	ne most rec	ent 5-year longitud	inai data available.		
COURSE DESCRIPTION	YEAR .	1 YEAR 2	YEAR 3	YEAR 4	YEAR 5
Number of Students Enrolled	I EAR	I IEAR 2	TEAR 3	IEAR 4	TEAR 3
Credit Hours Produced					
SUCCESS RATE (% C OR BETTER) AT THE END OF THE COURSE, EXCLUDING WITHDRAWALS AND AUDIT STUDENTS					
		REVIEW RES	ULTS		
Rationale Provide a brief summary of the findings and a rationale for any modifications.					
Intended Action Steps Please detail action steps to be completed in the future based or review with a timeline and/or anticipated dates.	on this				
Program Objectives If program objectives are no met, what action steps will be to achieve program objective	e taken				
Performance and Equity To what extent are action st being implemented to addre equity gaps, including racia equity gaps?	eps				
Resources Needed					
Responsibility Who is responsible for compor implementing the modific	_				

-	Inglish Language Arts (Reading and ommunication Skills)
College Name:	
Fiscal Year in Review:	
	Review Summary
Program Objectives What are the objectives or goals of the program?	
To what extent are these objectives or goals being achieved? How do you know the extent to which they are being achieved?	
How does this program contribute to other fields and the mission of the college?	
Prior Review Update Describe any quality improvements or modifications made since the last review period.	
	Review Analysis concise information where applicable. Please do not insert data sets but the questions. Review will be sent back if any of the below fields are left d.
summarize the data to completely answer th	oncise information where applicable. Please do not insert data sets but e questions. Review will be sent back if any of the below fields are left
summarize the data to completely answer the empty or inadequate information is provided	concise information where applicable. Please do not insert data sets but e questions. Review will be sent back if any of the below fields are left d.
summarize the data to completely answer the empty or inadequate information is provided. Indicator 1: Need 1.1 Detail how the offerings are sufficient and aligned to meet the needs of students and supportive	concise information where applicable. Please do not insert data sets but e questions. Review will be sent back if any of the below fields are left d.
Indicator 1: Need 1.1 Detail how the offerings are sufficient and aligned to meet the needs of students and supportive academic programs. Indicator 2: Cost	Response Response
Indicator 1: Need 1.1 Detail how the offerings are sufficient and aligned to meet the needs of students and supportive academic programs. Indicator 2: Cost Effectiveness 2.1 What are the costs associated with	Response Response
Indicator 1: Need 1.1 Detail how the offerings are sufficient and aligned to meet the needs of students and supportive academic programs. Indicator 2: Cost Effectiveness 2.1 What are the costs associated with this program? 2.2 How is the college paying for this program and its costs (e.g. grants,	Response Response

2.5 Are there needs for additional resources? If so, what are they?	
Indicator 3: Quality	Response
3.1 How is the college working with high schools to reduce developmental needs?	
3.2 Are there any alternative delivery methods of this program? (online, flexible-scheduling, team-teaching, accelerated, etc.)?	
3.3 What innovation has been implemented or brought to this program?	
3.4 To what extent is the program integrated with other instructional programs and services?	
3.5 Have partnerships been formed since the last review that may increase the quality of the program and its courses? If so, with whom?	
3.6 How well are completers of developmental courses doing in related college-level courses	
3.7 What is the college doing to develop and implement co-requisite or pathway models to ensure students placing into development education finish the sequence within one academic year?	
3.8 Provide a description of the developmental sequence. Colleges may attach a graphic representation.	
3.9 What professional development or training is offered to instructors and/or staff to ensure quality programming?	
List any barriers encountered wh	ile implementing the program.
DATA ANALYSI	IS FOR ENGLISH LANGUAGE ARTS

Please complete for each course reviewed as part of the Developmental English Language Arts, Cross-Disciplinary Review. Provide the most recent 5-year longitudinal data available.

COURSE TITLE

Course Description						
	YEAR	1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Number of Students Enrolled						
CREDIT HOURS PRODUCED						
SUCCESS RATE (% C OR BETTER) AT THE END OF THE COURSE, EXCLUDING WITHDRAWALS AND AUDIT STUDENTS						
		RE	VIEW RESUL	TS		
Rationale Provide a brief summary of the findings and a rationale for any modifications.						
Intended Action Steps Please detail action steps to be completed in the future based of review with a timeline and/or anticipated dates.	on this					
Program Objectives If program objectives are no met, what action steps will be to achieve program objective	e taken					
Performance and Equity To what extent are action so being implemented to addre equity gaps, including racial equity gaps?	teps ess					
Resources Needed						
Responsibility Who is responsible for compor implementing the modific						

Adult E	ducatio	n and L	iteracy		
College Name:					
Academic Years Reviewed:					
Per Please complete for the ABE/ASE	formance program revie	_	•	nay represent	a cohort.
	Year 1	Year 2	Year 3	Year 4	Year 5
Number of Students Enrolled					
Number of Completers					
Number of Students in a Bridges course:					
Number of Students in an ICAPS course:					
Number of Students in Workplace Literacy Training:					
Other (Please identify)					
How does the data support the program goals? Elaborate.					
Are there any identifiable gaps? If so, please explain.					
What is the college doing to overcome any identifiable gaps?					
Specifically, what is the college doing to overcome racial equity gaps if racial equity gaps exist?					
	Review S	ummary			
Program Objectives What are the objectives of the program?					
To what extent are these objectives or goals being achieved? How do you know the extent to which they are being achieved?					
How do your program objectives align with the goals and objectives in the 2018-2023 Illinois Adult Education Strategic Plan?					
What gaps were identified as it relates to program need?					

What additional support is needed to help students transition to postsecondary education or employment?	
Based upon this review, what steps are being taken to offer curricula more cost-effectively?	
Discuss how the program strengths will lead to improved student outcomes.	
Prior Review Update Describe any quality improvements or modifications made since the last review period.	
	Review Analysis oncise information where applicable. Please do not insert data sets but e questions. Review will be sent back if any of the below fields are left l.
Indicator 1: Need	Response
	•
1.1 Detail how the ABE/ASE offerings align with the Index of Need and priority populations identified in WIOA for the program area. 1.2 Detail how the Bridge and	
offerings align with the Index of Need and priority populations identified in WIOA for the program	
offerings align with the Index of Need and priority populations identified in WIOA for the program area. 1.2 Detail how the Bridge and ICAPS offerings are aligned with both college offerings and LWIB lists. 1.3 Detail how past ABE/ASE enrollment trends mirror the index of need for the program area. 1.4 Detail how Bridge Program enrollment trends mirror the index	
offerings align with the Index of Need and priority populations identified in WIOA for the program area. 1.2 Detail how the Bridge and ICAPS offerings are aligned with both college offerings and LWIB lists. 1.3 Detail how past ABE/ASE enrollment trends mirror the index of need for the program area. 1.4 Detail how Bridge Program	
offerings align with the Index of Need and priority populations identified in WIOA for the program area. 1.2 Detail how the Bridge and ICAPS offerings are aligned with both college offerings and LWIB lists. 1.3 Detail how past ABE/ASE enrollment trends mirror the index of need for the program area. 1.4 Detail how Bridge Program enrollment trends mirror the index of need. 1.5 How will students from vulnerable populations (hardest to	Response

2.2 How is the college supporting the training portion of an IET for	
adult education students?	
2.3 Identify if and how your	
program utilizes Ability to Benefit	
for Adult Education students.	
2.4 Explain how institutional	
dollars provided to the Adult Education program are used to	
increase student outcomes.	
2.5 What sources are being utilized	
in braided funding?	
2.6 Identify any sustainability plans	
for adult education, ICAPS and	
Bridge programs.	
2.7 Are there needs for additional	
resources? If so, what are they?	
Indicator 3: Quality	Response
3.1 What are the program's strengths?	
3.2 What are the potential	
weaknesses of the program?	
3.3 How is the college ensuring that	
3.3 How is the college ensuring that the adult education program is	
3.3 How is the college ensuring that the adult education program is using the state required Illinois	
3.3 How is the college ensuring that the adult education program is	
3.3 How is the college ensuring that the adult education program is using the state required Illinois Content Standards in the delivery of	
3.3 How is the college ensuring that the adult education program is using the state required Illinois Content Standards in the delivery of instruction?	
3.3 How is the college ensuring that the adult education program is using the state required Illinois Content Standards in the delivery of instruction? 3.4 Identify existing ICAPS	
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•	barriers to successful ion of ICAPS programs	
-	es to address these	
	pes the program partner Core partners to ensure	
adult educati	ion students transition to post-	
3.11 Detail t	he types of professional trelated to Bridge and	
_	ramming in which staff	
_	s how ABE/ASE and urses provide the	
	ills necessary for e successful in post-	
	lucation and training.	
3 13 Detail k	now technology skills	
are being int	egrated into instruction	
to improve s	tudent outcomes.	

	Review Results
Rationale	
Provide a brief summary of the	
review findings and a rationale for	
any future modifications.	
Intended Action Steps	
Please detail action steps to be	
completed in the future based on	
this review with a timeline and/or	
anticipated dates.	

Program Objectives If program objectives are not being met, what action steps will be taken to achieve program objectives?	
Performance and Equity To what extent are action steps being implemented to address equity gaps, including racial equity gaps?	
Resources Needed	
Responsibility Who is responsible for completing or implementing the modifications?	

English Language Acquisition (Title II- Adult Education and Literacy Program)

This review is meant to evaluate the English Language Acquisition program authorized and funded under WIOA Title II- Adult Education and Literacy Program, including the Integrated English Language and Civics Education program.

English Langua	ge and Civi	cs Education	n program.		
College Name:					
Academic Years Reviewed:					
		and Equit			
•	Year 1	Year 2	Year 3	Year 4	Year 5
Number of Students Enrolled					
Number of Completers					
Number of Students in a Bridges					
course:					
Number of Students in an ICAPS course:					
Number of Students in Workplace					
Literacy Training					
Other (Please identify)					
How does the data support the program goals? Elaborate.					
Are there any identifiable gaps? If so,					
please explain. What is the college doing to overcome					
any identifiable gaps?					
Specifically, what is the college doing					
to overcome racial equity gaps if racial					
equity gaps exist?	. ~				
R	eview Su	mmary			
Program Objectives What are the objectives of the English Language Acquisition program?					
To what extent are these objectives or goals being achieved? How do you know the extent to which they are being achieved?					
How do your program objectives align with the goals and objectives in the 2018-2023 Illinois Adult Education Strategic Plan?					
What gaps were identified as it relates to program need?					

What additional support is needed to help students transition to post-secondary or employment?	
Based upon this review, what steps are being taken to offer curricula more cost-effectively?	
Discuss how the program strengths will lead to improved student outcomes.	
Prior Review Update Describe any quality improvements or modifications made since the last review period.	
Complete the following fields and provide conc	Review Analysis ise information where applicable. Please do not insert data sets but sestions. Review will be sent back if any of the below fields are left
Indicator 1: Need	Response
1.1 Detail how the ELA offerings align with the Index of Need and priority populations identified in WIOA for the program area.	
1.2 Detail how the Bridge and ICAPS offerings are aligned with both college offerings and LWIB lists.	
1.3 Detail how past ELA enrollment trends compare to the index of need.	
1.4 Detail how Bridge Program enrollment trends compare to the index of need.	
Indicator 2: Cost Effectiveness	Response
2.1 What is the cost per student associated with this program?	
2.2 How is the college supporting the training portion of an IET for adult education students?	
2.3 Explain how institutional dollars provided to the Adult Education program are used to increase ELA student outcomes.	
2.4 What sources are being utilized in braided funding?	

2.5 Identify any sustainability plans for adult education, ICAPS and Bridge programs.	
2.6 Are there needs for additional ELA resources? If so, what are they?	
Indicator 3: Quality	Response
3.1 What are the program's strengths?	
3.2 What are the potential weaknesses of the program?	
3.3 How is the college ensuring that the adult education program is using the Illinois ELA Content Standards in the delivery of instruction?	
3.4 Identify existing ICAPS programs with ELA students and how they have been incorporated across the institution. List any plans for future ICAPS programs.	
3.5 Detail various instructional delivery methods of this program. (online, flexible-scheduling, teamteaching, accelerated, etc.)	
3.6 What innovation has been brought to or implemented in the program?	
3.7 Have partnerships been formed since the last review that may increase the quality of the program and its courses? If so, with whom?	
3.8 What professional development or training is offered to instructors and/or staff to ensure quality programming (including ICCB-sponsored activities)?	
3.9 Identify barriers to successful implementation of ICAPS programs and strategies to address these barriers.	
3.10 How does the program partner with WIOA Core partners to ensure ELA students successfully transition to post-secondary education?	
3.11 Detail the types of professional development where staff have participated related to ELA Bridge and ICAPS programming.	

3.12 Discuss how ELA and transition	
courses provide the academic skills	
necessary for students to be successful	
in post-secondary education and	
training.	
3.13 Detail how technology skills are	
being integrated into instruction to	
improve student outcomes.	
3.14 How do adult education students	
access college services – library,	
tutoring, admissions, health	
counseling, etc.?	
2 15 Harris management accessed in the	
3.15 How is numeracy covered in the	
ELA program's various offerings?	
3.16 Is the ELA program entirely or	
partially funded by the IELCE grant?	
If so, how are the components being	
addressed?	
List any barriers encountered while im-	plementing the program.
Revie	w Results- Next Steps
Review Rationale	w Results- Next Steps
	w Results- Next Steps
Rationale	w Results- Next Steps
Rationale Provide a brief summary of the review	w Results- Next Steps
Rationale Provide a brief summary of the review findings and a rationale for any future	w Results- Next Steps
Rationale Provide a brief summary of the review findings and a rationale for any future modifications in need, transitions, cost, and quality. Intended Action Steps	w Results- Next Steps
Rationale Provide a brief summary of the review findings and a rationale for any future modifications in need, transitions, cost, and quality. Intended Action Steps Detail action steps to be completed in	w Results- Next Steps
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Responsibility Who is responsible for completing or implementing the modifications?	

VOCATIONAL SKILLS				
College Name:				
FISCAL YEAR IN REVIEW:				
	REVIEW SUMMARY			
Program Objectives What are the objectives or goals of the program?				
To what extent are these objectives or goals being achieved? How do you know the extent to which they are being achieved?				
How does this program contribute to other fields and the mission of the college?				
Prior Review Update Describe any quality improvements or modifications made since the last review period.				
Complete the following fields and provide co	REVIEW ANALYSIS oncise information where applicable. Please do not insert data sets but e questions. Review will be sent back if any of the below fields are left d.			
Indicator 1: Need	Response			
1.1.70 . 11.1				
1.1 Detail how the offerings are sufficient and aligned to meet the needs of students and supportive academic programs.				
sufficient and aligned to meet the needs of students and supportive				
sufficient and aligned to meet the needs of students and supportive academic programs. 1.2 How will students be informed or recruited for this program? 1.3 Please detail past enrollment trends and anticipated enrollment numbers for the next 5 years, if applicable.				
sufficient and aligned to meet the needs of students and supportive academic programs. 1.2 How will students be informed or recruited for this program? 1.3 Please detail past enrollment trends and anticipated enrollment numbers for	RESPONSE			
sufficient and aligned to meet the needs of students and supportive academic programs. 1.2 How will students be informed or recruited for this program? 1.3 Please detail past enrollment trends and anticipated enrollment numbers for the next 5 years, if applicable. INDICATOR 2: COST	RESPONSE			

2.3 Based upon this review, what steps are being taken to offer curricula more cost-effectively?	
INDICATOR 3: QUALITY	RESPONSE
3.1 What are the program's strengths?	
3.2 What are the identified or potential weaknesses of the program?	
3.3 How does the college measure students' success in up-grading skills related to their employment or acquiring skills for new employment?	
3.4 How are vocational skills offerings appropriately integrated with other programs and services?	
 3.5 How does the college ensure vocational courses meet the criteria outlined in the Administrative Rules? Prepare for entry-level employment Upgrade students' existing skills Prepare students for credentialing 	
3.6 If applicable, how does the college ensure programming provides onramps to additional education and training (i.e. credit programming)?	
3.7 Have partnerships been formed since the last review that may increase the quality of the program and its courses? If so, with whom?	
3.8 What professional development or training is offered to instructors and/or staff to ensure quality programming?	
3.9 Please provide an analysis of retention and/or completion or, performance goal achievement, for the program.	
LIST ANY BARRIERS ENCOUNTERED WH	ILE IMPLEMENTING THE PROGRAM.

	REVIEW RESULTS
Rationale	
Provide a brief summary of the	
review findings and a rationale for	
any future modifications.	
Intended Action Steps	
Please detail action steps to be	
completed in the future based on	
this review with a timeline and/or	
anticipated dates.	
Program Objectives	
If program objectives are not being	
met, what action steps will be taken	
to achieve program objectives?	
Performance and Equity	
To what extent are action steps	
being implemented to address	
equity gaps, including racial equity	
gaps?	
Resources Needed	
Responsibility	
Who is responsible for completing	
or implementing the modifications?	
1 3	

Prior Review Supplemental Information					
changes resulted from planning and quality	prior years for which action was taken during the current year and/or improvement initiatives. This report is only for programs that are not hich results are not already being reported under another template.				
College Name:					
Fiscal Year Reviewed:					
REVIEW AREA/PROGRAM:					
ACTION	 □ Continued with minor improvement □ Significantly modified □ Discontinued/Eliminated □ Placed on inactive status □ Scheduled for further review □ Other, please specify: 				
Detail all major findings, improvements, or modifications resulting from the prior review.					

Program Review Manual FY2022-2026
ICCB Program Review Summary Report Checklist
The following should be provided in the Annual ICCB Program Review Submission:
□Cover Page
□Current Cycle Review Templates
☐ Career and Technical Education
 Academic Disciplines Student and Academic Support Services
□ Cross-Disciplinary
□ Prior Review Supplemental Information Template (if necessary)
□Other Attachments as Necessary

ICCB 5-Year Program Review Schedule					
Review Area	FY2022	FY2023	FY2024	FY2025	FY2026
Academic Disciplines	Communications	Mathematics	Physical and Life Sciences	Humanities and Fine Arts	Social and Behavioral Sciences
Student and Academic	Admissions, Registration, and Records	Learning and Tutoring Centers		Disability Services	Athletics
Support Services	Recruiting	Career and Placement Services	Financial Aid and Bursar	Counseling and Advising	
		Other Areas (Optional): Veterans' Services, DEI Centers and Programs, Campus Security, Online Learning		Library Services	Student Activities
Cross-Disciplinary Instruction	English Language Acquisition (Including IELCE)	Developmental Mathematics	Developmental English Language Arts	Adult Education and Literacy	Vocational Skills
Career and Technical Education	09 Communication, Journalism, and Related Programs	12 Personal and Culinary Services Cosmetology-1204 Culinary-1205 Culinary, Other- 1299	12 Personal and Culinary Services Mortuary Sci-1203 Casino Ops-1206	01 Agricultural/ Animal/ Plant/ Veterinary Science and Related Fields Ag General-0100 Ag Business-0101 Ag Production-0103 Ag Services-0105 Horticulture-0106	01 Agricultural/ Animal/ Plant/ Veterinary Science and Related Fields Ag Mech-0102 International Agriculture - 0107
				Animal Science-0109 Ag/Veterinary Prep – 0113	

				Vet Medicine – 0180 Vet Biomedical and Clinical Sci- 0181 Vet Admin – 0182 Veterinary Tech – 0183 Agricultural/Animal/ Plant/Veterinary Science and Related Fields, Other - 0199	Agricultural Public Services -0108 Food Science and Technology – 0110 Plant Sciences – 0111 Soil Sciences – 0112
	10 Communications Technologies and Support Services	16 Foreign languages, Literatures, and Linguistics	31 Parks, Recreation, Leisure, and Fitness Studies	03 Natural Resources and Conservation	41 Science Technologies
	15 Engineering Technologies and Related Fields Electrical Eng-1503 Electromech/Maint Tech-1504 Computer Eng-1512	15 Engineering Technologies and Related Fields Arch Eng-1501 Civil Eng-1502 Construction Tech- 1510 CAD/CADD-1513	15 Engineering Technologies and Related Fields Quality Control-1507 Mech Eng-1508 Misc Eng-1511 Eng-Related - 1515	15 Engineering Technologies and Related Fields Envirmnt Control-1505 Nanotechnology-1516 Energy Systems Tech - 1517 Eng Other - 1599	15 Engineering Technologies and Related Fields Indust Prod-1506 Mining/Petroleum- 1509
Career and Technical Education continued	19 Family and Consumer Sciences/Human Sciences Textiles-1909	19 Family and Consumer Sciences/Human Sciences Food / Nutrition-1905	19 Family and Consumer Sciences/Human Sciences Housing/Human Studies-1906	19 Family and Consumer Sciences/Human Sciences Gen Fam-1901 FCS/Health Sci Busn - 1902 Family Studies-1904 Work and Family Studies - 1910 Family CS, Other - 1999	19 Family and Consumer Sciences/ Human Sciences Child Development/ Early Childhood Ed- 1907
	46 Construction Trades Electric & Pwr-4603	46 Construction Trades Const Mgt-4604	46 Construction Trades Plumbing-4605	46 Construction Trades Const Trades-4600 Integ Const Trades- 4699 Const Trades, Other - 4699	46 Construction Trades Mason, Tpsr-4601 Carpentry-4602

	47 Mechanic and Repair Technologies/ Technicians Electy/Electric-4701 Energy Systems Maintenance and Repair Tech - 4707	47 Mechanic and Repair Technologies/ Technicians Prec Maint- 4704	47 Mechanic and Repair Technologies/ Technicians HVACR-4702		47 Mechanic and Repair Technologies/ Technicians Ind Equip-4703 Veh Repair-4706 Repair Tech-4799
	51 Health Professions and Related Clinical Sciences Heath Med Serv-5107 Massage Therapy-5135	51 Health Professions and Related Clinical Sciences Dental-5106 Diagnostic-5109 Dietitian-5131 Health Prof, Other - 5199	51 Health Professions and Related Clinical Sciences Health Services/Allie d, Gen -5100 Med Lab-5110 Opthal-5118	51 Health Professions and Related Clinical Sciences Nursing-5138-5139 Health Aides-5126 Alt Therapies-5133 Alternative Med Support- 5134 Movement/ Mind- Body Therapies - 5136	51 Health Professions and Related Clinical Sciences Comm Disord-5102 Hlth Asst-5108 Mental Health-5115 Public Health- 5122
Career and Technical Education continued	52 Business, Management, Marketing, and Related Support Services MIS-5212 Quant Methods- 5213	52 Business, Management, Marketing, and Related Support Services Adm & Mgt-5202 Adm Support-5204 Const Mgt-5220	52 Business, Management, Marketing, and Related Support Services Bus, Gen-5201 Acctng-5203 Corp Com - 5205 Managerial Econ-5206 Fin Mgt-5208 Taxation- 5216	52 Business, Management, Marketing, and Related Support Services Hosp Mgt-5209 Insurance-5217 Spec Mktg/Merch-5219 Retail-5218	52 Business, Management, Marketing, and Related Support Services Entrep Mgt-5207 Hum Res Mgt-5210 Intl Bus-5211 Mktg Mgt-5214 Real Est-5215
	22 Legal Professions and Studies	50 Visual and Performing Arts Dance – 5003 Fine Arts-5007 Music-5009	50 Visual and Performing Arts Visual/ Perf Arts, General-5001 Design Tech-5004	50 Visual and Performing Arts Crafts/ Folk Art – 5002 Drama/Stagecrft-5005 Film/Video/Photog – 5006	44 Public Administration and Social Service Professions

				Arts, Entertainment, and Media Mgmt - 5010	
	13 Education Inst. Media-1305	23 English Language and Literature/Letters	25 Library Science		13 Education Teacher Ed-1312 TEFL-1314 Teacher's Asst-1315
Career and Technical Education Continued	43 Homeland Security, Law Enforcement, Firefighting and Protective Services Criminal Just-4301	43 Homeland Security, Law Enforcement, Firefighting and Protective Services Fire Protect-4302 Homeland Sec-4303 Security Sci and Tech- 4304 Homeland et al., Other- 4399	48 Precision Production Woodwork-4807 Prec Metal- 4805 Leatherworking - 4803 Boilermaking - 4808		49 Transportation and Materials Moving Air Trans-4901 Ground Trans-4902 Marine Trans-4903
	11 Computer and Information Sciences and Support Services	04 Architecture and Related Services Architecture – 0402 City Planning – 0403 Environ Design – 0404 Int. Arch – 0405 Landscape Arch – 0406 Arch History – 0408 Arch Sciences – 0409 Real Estate Dev – 0410 Arch, Other – 0499			
	Recreational Activities				