

# Peer Review Report for Corporate and Community Services

## Date: June 8, 2017

### Assessment of Comprehensive Self-Study Report

\_\_\_ The self-study reflects a thorough effort to present a well-documented review of the program; analysis of each data element is thorough, unbiased and accurate; conclusions, goals/objectives, planning and recommendations are well-substantiated by the analysis of the data; information indicates clear connections of the program to institutional learning outcomes and mission.

\_\_\_ Report is an example of an outstanding report.

\_\_\_ The following Part(s) is an example of an outstanding response:  
Part(s) \_\_\_\_\_.

**X** **The self-study presents adequate program information; analysis of data measures is provided; narrative information is provided and addresses the criteria; conclusions, goals/objectives, planning and recommendations relate to the analysis of data, institutional learning outcomes and mission.**

\_\_\_ The self-study report is lacking in one or more areas and/or contains some inaccuracies. The report must be revised and resubmitted in order to meet the requirements of the program review process. Complete/revise Part(s) \_\_\_\_\_.

### Comments about the self-study report:

This self-study report documents compliance by this educational service to its mission and the College Mission of Personal Enrichment and Professional Development. A variety of courses that fell into five major categories were offered:

- Collaborative Efforts with Community Organizations
- Government Funded Contract Training Programs
- Grant Funded Programs
- Work Readiness/Career Preparation Programs
- Community Outreach Activities

It is readily apparent that from 2014 to 2016 significant growth took place in this self-sustaining college service. This is evident in the increases in the number of Part-time Employees (Instructors), the Personnel and Discretionary Budgets, and the numbers of students taking courses (623 to 750 students).

Overall, this concise report describes the activities of Corporate and Community Services relative to Antelope Valley College's Institutional Learning Outcomes and reaffirms their

commitment to their goals and objectives. It further identifies their plans for growth in the future.

### **Recommendations to the program**

The self-study report does not document the use of Outcome findings and Action Plans. Program goals should be measurable and linked to your Action Plans. Work with the Outcomes Committee if you need help developing/revising Outcomes and Action Plans.

The stakeholder assessment offered in the report does not provide a sense of how students or employers value the services. Instead of citing three quotes, please include summary data from the surveys, e.g. 85% of students were able to find employment based on the skills they learned, or 90% of students were satisfied with the skills acquired from the course.

### **Comments to the program**

Keep-up the good work! The growing program is fulfilling a community need and maintaining its ability to be self-sustaining.

**The 2016-2017 Corporate and Community Services self-study report has been reviewed and accepted by the Program Review Committee.**