

## Appendix D

### PROGRAM REVIEW PROCEDURES

#### I. SELF STUDY

- A. The purpose of self-study is to present an opportunity for member colleges to objectively evaluate their own program and to identify opportunities for improvement in areas of concern as indicated by.
- B. The Athletic Director and Administrative Athletic Representative will be jointly responsible for the collection of data, inclusion of subordinate staff and the writing of the self-study.
- C. The self-study must address all topics as listed in the OEC program review standards.
- D. The completed study must be signed by the College President, Academic Athletic Representative and Athletic Director.
- E. The self-study must be submitted to all Program Review Committee members at least 2 weeks before their scheduled on-site visit.

#### II. CAMPUS VISITATION

- A. The purpose of the visitation is to provide the Program Review Committee with another avenue for information gathering and to give the Program Review Committee an opportunity to verify the accuracy of the self-study.
- B. The OEC Commissioner will provide the host college a proposed agenda and a list of persons to be interviewed four weeks prior to the scheduled visit.
- C. The college will provide:
  - 1. A host to guide the committee to the President's office, a tour of the athletic facilities and/or other areas as deemed appropriate.
  - 2. Meeting room and conference tables appropriate for the size of the committee and interviewees.
  - 3. A copy(s) of documents to serve as support information for items, programs, policies, etc., mentioned in the self-study. These documents are to be located in the room provided for Program Review Committee.
- D. Within six months of the visitation, address your progress and all self-recommendations and committee recommendations. Your progress report should be made to the commissioner and conference president.

#### III. PROGRAM REVIEW COMMITTEE REPORT

- A. The purpose of this written report is to communicate Program Review Committee commendations, suggestions and recommendations back to the college.
- B. After receiving collective input from all Program Review Committee members, the OEC Commissioner will forward copies of the report to the college President, Administrative Athletic Representative, and Athletic Director within one month after the campus visitation.

**Program Review Institutional Profile**

Describe your institution in terms of what profile it represents. Some information, which could be included (but not limited to), is as follows:

1. Geographic Setting (rural, urban, etc.).
2. Four-year institutions in proximity, if any.
3. Other community colleges in proximity.
4. Any other distinguishing characteristics of the institution.
5. Fill out the chart below for the previous year and enclose a SELF-STUDY report.

**Enrollment Data**

Total College Fall Enrollment	
Number of Male Athletes	
Number of Female Athletes	
Total Number of Athletes	
Number of Male Full-time Students (full-time= 12 units or more)	
Number of Female Full-time Students (full-time= 12 units or more)	
Total Number of Full-time Students	
Total Number of Athletes Matriculating to 4-yr Institutions	
Total Number of International Student Athletes	

**PROGRAM REVIEW**  
**STANDARD ONE - CONSTITUTION COMPLIANCE**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. In what manner is COA form R-2 Statement of "In-service Training" accomplished on your campus?  
  
Outline the process step by step. Include the latest COA R-1 "Statement of Compliance" and R-2 "In-service Training" forms in the self-study.
3. If it appears that a team at your institution has violated the State Athletic Constitution, what type of college process is followed?  
  
Outline the process step by step.  
  
Have administrators and athletic staff been made aware of this process in writing?
4. State your method of institutional control over out-of-season competition.
5. Demonstrate the steps to verify institutional control over student athletes in the following areas:
  - A. Payment of enrollment fees, tuition and books
  - B. Room and board
  - C. Transportation costs
6. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment issues.

**PROGRAM REVIEW**  
**STANDARD TWO - ELIGIBILITY PROCESSING**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. List step by step, the procedures used to fill out the following forms, and who is involved in each step.
  - A. COA Form 1 - Student Eligibility Report
  - B. COA Form 2 - Tracer Report
  - C. COA Form 3 - Census/Participation Team Eligibility Report
  - D. COA Form C - Out of District Student Contact Report
3. Where are COA Forms 1 and 3 kept? How long are they kept? Are they secure?
4. How do you keep abreast of eligibility changes made by the Commission on Athletics?
5. Compliance of Student Education Plan (SEP) requirement.
  - A. Describe development process.
  - B. Where are the SEP's stored?

**PROGRAM REVIEW**  
**STANDARD THREE - PHILOSOPHY**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. Provide your Statement of Philosophy, which would affirm and support the Orange Empire Conference goals.
3. What is your college gender equity philosophy?
4. Do you have a written statement on athletic gender equity? If so, enclose it.
5. What is your college athletic recruiting philosophy?
6. Do you have a written statement on athletic recruiting philosophy? If so, enclose it.

**PROGRAM REVIEW**  
**STANDARD FOUR - STAFF PROFESSIONALISM**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. Using the chart on the next page, list participation by members of your institution in professional activities other than athletic participation.
3. List COA attendance, committee assignments, attendance, etc.
  - A. List COA attendance dates and any committee assignments.
  - B. Include local campus committee and special service accomplishments (i.e. membership on Academic Senate, Budget Committees, etc.).
  - C. List any community service/volunteer participation or achievements by any member of your athletic staff.



**PROGRAM REVIEW**  
**STANDARD FIVE - ACADEMIC ACHIEVEMENT AND SUPPORT**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "consideration" or "recommendations" comments.
2. Describe activities directed toward supporting the concept of student athletic matriculation (from high school to community college and from community college to four-year institution). Attach any documents to substantiate the activities.
3. Attach active student transcripts to this standard. At least one student transcript per intercollegiate athletic team must be included. Second year athletes must be used and their transcript designated by sport. Remove student's name from transcript to be in compliance with student's right to privacy. Transcripts should be selected randomly.
4. Describe services and/or interaction the athletic program has with the counseling area in terms of planning the student's academic schedule.
5. Describe academic support services offered to athletes.
6. Retention Chart
7. Does your college, on a regular basis, nominate your athletes or teams for conference and state awards? If so, please list all nominations over the last three years.
8. How many Commission On Athletics teams and individual awards for academic excellence have you nominated students for over the last three years?

**Retention Chart**  
 Program Review - Standard Five  
 Academic Achievement and Support

<b>Women's Sports</b>	# of athletes on F-3 or 2 yrs previous participating for 1 <sup>st</sup> year	# of athletes on last years F-3 participating for 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants who participated 2 yrs previous as 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants
Basketball				
Badminton				
Cross Country				
Golf				
Soccer				
Softball				
Swimming				
Tennis				
Track				
Volleyball				
Water Polo				
TOTALS				

<b>Men's Sports</b>	# of athletes on F-3 or 2 yrs previous participating for 1 <sup>st</sup> year	# of athletes on last years F-3 participating for 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants who participated 2 yrs previous as 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants
Basketball				
Cross Country				
Football				
Golf				
Soccer				
Swimming				
Tennis				
Track				
Volleyball				
Water Polo				
Wrestling				
TOTALS				

**PROGRAM REVIEW**  
**STANDARD SIX - CITIZENSHIP**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations".
2. Describe the programs designed to foster good citizenship. Attach any documents to substantiate the programs listed.
3. Describe the process by which you communicate the Commission on Athletics Decorum policy.
4. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment, drug free working environment, and diversity issues.
5. List the number of decorum violations for last year, categorized by sport.

**PROGRAM REVIEW**  
**STANDARD SEVEN - GENDER EQUITY**

1.       After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations".
  
2.       If you are in a multi-college district what is the philosophy of your district in terms of a full complement of athletic teams?
  
3.       Attach a copy of your gender equity self-study if one has been completed.
  
4.       Attach your Commission on Athletics Gender Equity Report and your Equity in Athletics Disclosure Act Form.

**PROGRAM REVIEW  
STANDARD EIGHT - FUNDRAISING**

1.       What institutional controls are in place to insure proper accounting and distribution of funds raised from foundations, trust accounts, booster clubs and donations?
2.       Does the athletic director have institutional control of all revenues and expenses generated from the foundations, trust accounts, booster club and donations? If not, who does?
3.       Are the accounting procedures in writing and if so in what document do they appear? Attach to self-study.
4.       Describe how revenue from foundations, trust accounts, booster clubs and donations, i.e. are distributed to men and women's athletics.

**OEC PROGRAM REVIEW  
PARTICIPATION PROPORTIONALITY**

NOTE: THE NUMBER OF ATHLETES IS BASED UPON THE BENCHMARK OF THOSE SUBMITTED FOR ELIGIBILITY ON FORM 3.

	2 YRS AGO		LAST YEAR		CURRENT YR.	
	W	M	W	M	W	M
BADMINTON						
BASEBALL						
BASKETBALL						
CROSS COUNTRY						
FOOTBALL						
GOLF						
SOCCER						
SOFTBALL						
SWIMMING						
TENNIS						
TRACK						
VOLLEYBALL						
WATER POLO						
WRESTLING						
TOTAL ATHLETES						
% OF ATHLETES						
* % FT STUDENT						
# OF TEAMS						

\*% OF TOTAL COLLEGE STUDENTS ATTEMPTING 12 UNITS OR MORE.

**PROGRAM REVIEW  
STANDARD NINE - DEMOGRAPHICS**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. Fill in chart and attach to self-study:
  - A. Beginning number of participants (total number)
  - B. Of (A), amount of out-of-district athletes in both numbers and percentages
  - C. Of (A), amount of out-of-state athletes in both number and percentages
  - D. Of those out-of-district athletes, state how first contact was made
  - E. Of those out-of-state athletes, state how first contact was made
3. Of all the athletic teams, indicate which teams had more that 10% of the athletes from out-of-district, out-of-state, and out-of-country:
  - A. Compare the percentage of out-of-district, out-of-state and out-of-country with the general student body population.

\*Definition of out-of-district students: Students who have not graduated from district's high schools or have not lived in the district for one year after graduation from your district's high school before entering your college.

**PROGRAM REVIEW  
STANDARD 9**

**Men's Sports**

	<b>Total Number of Participants</b>	<b>Number and Percentage of out-of-district</b>	<b>Number and Percentage of out-of-state</b>	<b>Out -of-District State How First Contact was made</b>	<b>Out-of-State State How First Contact was Made</b>
Baseball					
Basketball					
Cross Country					
Football					
Golf					
Soccer					
Swimming					
Tennis					
Track & Field					
Volleyball					
Water Polo					
Wrestling					

## WOMEN'S SPORTS

	<b>Total Number of Participants</b>	<b>Number and Percentage of out-of-district</b>	<b>Number and Percentage of out-of-state</b>	<b>Out -of-District State How First Contact was made</b>	<b>Out-of-State State How First Contact was Made</b>
Badminton					
Basketball					
Cross Country					
Golf					
Soccer					
Swimming					
Tennis					
Track & Field					
Volleyball					
Water Polo					
Wrestling					