

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 4.0
Procedure Title: High Risk Course Evaluations and Improvement Strategy Implementations
Relevant Board Policy: N/A
Originating Unit: Division of Arts and Sciences
Maintenance Unit: Vice President of Academic Success

I. Purpose: To outline the process by which improvement strategies are implemented and measured for courses identified as High Risk. High Risk Courses are defined as those within the fall or spring semesters with an enrollment greater than 100 and a Productive Grade Rate (A, B, or C) of less than 70%.

II. Procedure Statement:

- A. College grade distributions are provided by the district's Institutional Research and Effectiveness Services (IRES) and shared with the college's Institutional Research, Planning & Effectiveness (IRPE). The data is presented in a High Risk Course Report (HRCR). The HRCR is produced twice a year and distributed to the President, Vice President of Academic Success (VPAS), Academic Deans and Chairs/Lead Instructors.
1. The Fall HRCR is produced in February following the Fall Semester.
 2. The Spring HRCR is produced in June following the Spring Semester.
- B. In mid-September, the VPAS, Deans, Chairs/Lead Instructors and appropriate faculty meet to review the previous year's HRCRs, existing sectional data, and the existing action plans. Existing action plans are revised if deemed necessary and new action plans are developed for any new High Risk Courses.
- C. In the last week of September, the Chairs/Lead Instructors meet with the appropriate faculty to plan the spring implementation of the new/revised action plans. The High Risk Course Action Plan forms are completed at this time and distributed to the VPAS, Dean, Chair/Lead Instructor and faculty members. Action plans for identified High Risk Courses are submitted with departmental Unit Plans the following spring semester and evaluated the subsequent year.

- D. After distribution of the February HRCR, the President, VPAS, Dean, and Chairs/Lead Instructors will meet to review the February HRCR and the previous year's HRCR. Existing action plans are revised if deemed necessary and new action plans are created for new High Risk Courses. High Risk Course Action Plan forms are completed and distributed to the VPAS, Dean, Chair/Lead Instructors and faculty members. Action plans for identified High Risk Courses are submitted with departmental Unit Plans during the current semester and evaluated the subsequent year.
- E. Chairs/Lead Instructors will hold a follow-up meeting within two weeks with appropriate faculty to plan the implementation of these action plans for the Fall Semester.

Attachment:

High Risk Course Action Plan
(page 3 of 3 of this procedure)

Issued: February 1, 2016

Approved: (signed: Dr. Mike Flores)
President

High Risk Course Action Plan

Course Name & Number: _____

History of Productive Grade Rate (PGR) & Retention Averages for Course

<i>Semester/Year</i>	<i>PGR</i>	<i>Retention (within Semester)</i>

Please attach sectional PGR and retention data to this form.

Semester of Implementation: _____

1. Assessment of Previous Semester's Action Plan:

2. Proposed Action Plan:

(For example, this could include professional development, curricular changes, pedagogical changes, student academic support changes, etc.)

3. Rationale for Plan:

(Include how this plan interfaces with any previous action plans for this course.)

Chair

Date

Lead Faculty

Date