I. Program Review

What is Program Review?
Program review is a process whereby all campus units engage in both annual and three year comprehensive self-assessments designed to align individual unit advancement with the college mission and goals.

What is the program review cycle?
Each unit is required to go through a comprehensive program review once every three years. The unit plan is developed as part of this comprehensive review, and is updated annually during the other two years of the three-year cycle. The program review cycle is designed to coincide with the accreditation cycle.

How does program review align with college goals?
Program review is guided by, and influences, college-wide strategic and educational goals as set out in the college’s core plans (Strategic, Educational Master, Facilities, and Technology Plans). All objectives in unit plans are explicitly connected to goals identified in these master plans.

Who conducts program review?
Four shared governance committees (Student Support Services, Educational Planning and Facilities Planning and/or Technology) are responsible for initiating the process of program review, for conducting Comprehensive Program Reviews, and for validating the information returned by the units in their respective areas of responsibility. Oversight of the process is provided by the Program Review Oversight Committee (PROC).

What is the relationship of program review to college planning?
Program review is the basis of college planning and resource allocation; non-emergency budget requests must originate in the unit plans. The responsible shared governance committees work in coordination with division managers to recommend funding priorities and maintain alignment with the college strategic goals and directions.

The data analysis in the program review is used to develop and update the unit plan annually. Unit planning allows information to enter the college plan from the bottom up.
### Detailed Overview of Program Review

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<th>Program Review Component</th>
<th>Description</th>
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<td><strong>Unit Self-Assessment (also known as Comprehensive Program Review)</strong></td>
<td>Units complete Unit Self-Assessment reports every three years which: 1) analyze various data/measures of effectiveness regarding that unit’s performance in the preceding years; 2) analyze that unit in relation to the college master plans and objectives; and 3) lay out unit goals and objectives for the coming three years. Each college division (Academic Affairs, Student Support Services, and Administrative Services) includes specific components in its reports related to the function and scope of that respective division.</td>
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<td><strong>External Review</strong></td>
<td>Each Unit Self-Assessment is reviewed. These reviews are conducted by a two-person team appointed by the appropriate shared governance committee. A standardized rubric is utilized in the review process. The results of the external review are then reported back to the reviewing committee or supervising unit as a whole. The committee may, at that time, request further information from the person(s) in charge of that unit.</td>
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<td><strong>Unit Validation</strong></td>
<td>The third and final step is the program review validation. The appropriate committee or supervising unit receives a written summary of the unit assessment followed by an oral presentation. Using information from these written and oral reports, the committee prepares a written validation report including recommendations and commendations to the units. This report serves as the final program review validation. The validations are forwarded to College Council and posted on the College’s web site. The recommendations contained in the validation reports then become part of the yearly update.</td>
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<td><strong>Annual Updates</strong></td>
<td>Every year between Unit Self-Assessments, units each complete an annual update in which they conduct a self-evaluation based on evidence, including student academic and/or unit performance, student learning or service area outcomes assessment findings, and enhancements to improve student learning and/or institutional effectiveness. Annual Updates also review the Self-Assessment information, noting any changes, and provide an opportunity for units to create/update unit objectives and initiate new budgetary requests.</td>
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This does not include the process for units reviewed by non-shared-governance bodies (such as Academic Affairs and the President’s Office). PROC will be discussing that procedure and revising the Handbook as appropriate.

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