

Program Review Process

Key Points

- Preparatory programs are reviewed on a three-year cycle
- The process is guided by the Faculty Program Review Handbook
- Participants in the process
 - Vice President for Instruction or designee
 - Program dean (Chair)
 - Faculty members of the program being reviewed
 - Advisory committee chair or designee
 - Federation representative
 - Public relations/marketing representative
- Elements reviewed
 - Enrollment
 - Program Capacity
 - Staffing
 - Trends/Needs/Industry Changes
 - Employment Demands
 - Direct Program Costs
 - Marketing
 - Facilities/Equipment/Infrastructure
 - Impact of New Programs
 - Curriculum/Program Revision/Development
- Concluding the Review

For Board Meeting – Program Review Process

To provide to board members:

- Schedule for Program Review Process
- Key points about the program review process
- Get examples of binders to show

Introduction

- Multiple ways a program is assessed on an ongoing basis
 - Advisory committee participation/involvement –
 - Provide input about curriculum
 - Are often involved in support of the program
 - Hire graduates, provide input
 - Assist with program accreditation
 - Classroom observations of faculty
 - Student assessment of learning
 - Being present, observing students
 - PROGRAM REVIEW PROCESS

Program Review Process Key Points

- All preparatory programs are reviewed on a three-year cycle
 - Why we do this ...
 - To foster program improvement college wide
 - Show the schedule for 2010-2013
 - Programs can be added to a year if
 - Enrollment concerns
 - Instructor volunteers
 - Changes in industry
- The process is guided by the Faculty Program Review Handbook
 - Approved by the Union
 - Guided by the program review policy adopted by the BOT in October 1998
 - Last updated in Nov 2002
 - Currently a team reviewing the handbook to update
- The people involved on a program review include
 - Vice President for Instruction or designee
 - Program dean (Chair)
 - Faculty members of the program being reviewed
 - Advisory committee chair or designee
 - Federation representative
 - Public relations/marketing representative
- Elements reviewed

- Enrollment
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- Impact of New Programs
- Curriculum/Program Revision/Development
 - Information provided by the institutional researcher AND Faculty
 - Upcoming changes – add assessment
- Concluding the Review
 - Decision to close the review, continue the review, or close the program
 - Deans prepare follow up report in June about task list