

PROGRAM REVIEW

ADOPTION:

REVISED:

REFERENCES: Education Code 78016

Board Policy 4008

Program Review is a systematic process for the collection, analysis, and interpretation of data concerning a student services, administrative, or an instructional unit program. Program review is utilized in making recommendations leading to continuous improvement of student learning and institutional processes. It is a means of promoting an ongoing, self-reflective, transparent dialogue to ensure that the college's programs are effective and responsive to the local college community within the limitations of available resources.

At DVC, there are three program review processes, Administrative Program Review (APR), Student Services Program Review (SSPR), and Instructional Unit Program Review (IUPR). Each of these processes is conducted independently however all three complete their reviews on or before February 15 of each year. In addition, the summary templates for each of the three program reviews will be similar to allow for comparison of requests for additional college resources across the institution. Between February 15 and March 15 of each year, all requests from program reviews and college-wide plans will undergo a college-wide, transparent evaluation and ranking by the Integration Council prior to allocating any additional college resources.

Through a review of student learning outcomes, key program indicators, and program objectives, we will be able to assess our educational effectiveness and continue to offer high quality programs. In addition, the program review process allows the divisions, units, and areas responsible for college-wide plans to ensure that their resources are directly linked to the college mission, strategic directions and student learning and achievement.

Student Services Program Review

Student Services Program Review (SSPR) is implemented on a three-year cycle, with approximately one-third of the units undergoing the comprehensive review every three years. Annual updates are required in the interim years. Both the comprehensive program review and annual program review updates will include the assessment of student learning as a component.

Student Services Program Review will be validated by the Student Services Program Review Committee (SSPRC), a group comprised of the vice president of student services, two Student Services managers, two faculty appointed by the Faculty Senate (ideally one from Counseling and one other instructional faculty on the Faculty Senate Student Services Committee), two classified staff appointed by the Classified Senate president and two students appointed by the ASDVC president.

Instructional Program Review

All instructional units will complete an annual program review. The depth and content of these annual reviews is sufficient to fulfill the assessment criteria requirements of both the California Education Code for Career Technical Education Programs (Education Code 78016) and Contra Costa Community College District Board Policy 4008, thereby eliminating the need for a separate evaluation. In addition, every five years the IUPR will be supplemented with additional data to feed into the college strategic planning process.

The annual IUPR process integrates the following annual processes: the District and college Box 2A processes (prioritization of requests for new faculty hires), instructional equipment process, college educational planning process, scheduling process and resource allocation process. Data for the instructional unit program review process is “prefilled” by the Office of Planning, Research, and Student Outcomes, the Instruction Office and the division offices, which allows the instructional units to focus on dialogue and analysis. To insure adequate analysis, dialogue, and validation the Annual Program Review Process includes:

1. Data Review and Analysis

- Student Enrollment Measures (Enrollment, Productivity)
- Student Success Measures (Course Success, Retention)
- Curriculum Measures (Course level, Program Level, Curriculum updates and changes)
- Resource Measures (Faculty, Schedule, Unit Budget, Equipment, Technology, Support staff, Student Workers, Tutoring, Facilities)
- Career-Technical Measures
- Student Learning Outcomes (SLOs) at the course, certificate and program levels. Units failing to assess SLOs (or to complete Title 5 rewrites) in any year will not be eligible for any additional college resources.
- Program viability will be assessed both internally, through the program review process, and externally, through the validation process, thereby promoting college-wide dialogue and transparency.

2. Summary

- Prioritized short and long term goal progress (with links to both the college mission statement and strategic directions)
- Current trends
- Prioritization of Resources

3. Validation

- Overall quality of Program Review
- Commentary on Analysis
- Minimum compliance standards
- Program recommendation

Both the annual and cumulative Instructional Unit Program Review (IUPR) templates include sections to complete on verifying compliance with, stipulating, and assessing student learning

outcomes and updating of course outlines. Both the annual and cumulative IUPR also include a comprehensive summary which links goals to resource needs, including budget, human resources, facilities and technology.

Instructional Unit Program Reviews will be validated by a Peer Review Team -- a minimum of four faculty members, one dean, one classified staff (if appropriate) and one student, if possible. The Peer Review Team members will not be from the same instructional division as the program undergoing validation.

Administrative Program Review

DVC has implemented a three-year program review cycle for Administrative units, with approximately one-third of the units undergoing the comprehensive review every three years. Annual updates are required in the interim years.

All Administrative Program Review (APR) templates will include a summary sheet which identifies needs for (human, fiscal resources, technology and facilities resources, as tied to the college mission, strategic directions and plans. The template components for the APR will use similar criteria for validation as the SSPR and IUPR processes.

Administrative Program Reviews will be validated by the Administrative Program Review Committee which will consist of two administrators, two faculty, two classified staff members and two students.

College-wide Ranking

For additional program review resources, each unit (Student Services, Instruction and Administration) will rank the program review recommendations according to approved, shared criteria based on the accreditation standards (Standards I, III.A, III.B, III.C, III.D). Each recommendation/request will be ranked Very High, High, Moderate or Low, based on --

How well does a recommendation demonstrate a direct link to:

- College mission and goals;
- DVC Strategic Plan;
- College-wide plans;
- Current short and long-term goals of the program;
- Improvement of the quality of student learning;
- Improvement of the quality of programs and services;
- Mandated needs (state or other);
- Career Technical Education (priorities and guidelines for Perkins IV grants);
- Development of new/innovative programs;
- Program sustainability;
- Qualitative and quantitative information based on the data presented in the program review.

At least once every two years, the Institutional Effectiveness Work Committee will conduct a systematic review of the effectiveness of the program review processes. Any recommended modifications to either the SSPR or the APR will be made to the College Council. Any recommended modifications to the IUPR will be made to the Faculty Senate.

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