

## DAP\* Position: Program Review Coordinator

\*DAP refers to "District Assigned Personnel," who are faculty members provided release time assignments to perform duties that serve the needs of the District.

<b>Position Title:</b> Program Review Coordinator
<b>Position Overview:</b> The Program Review Coordinator functions as the co-chair of the Program Review Committee, which reviews all academic programs, student support services, and auxiliary services for the College and makes recommendations to the Planning and Fiscal Council for planning and budgeting. In conjunction with the Dean of Institutional Research and Planning, the Program Review Coordinator leads the annual review process of designated campus programs undergoing review each fall semester.
<b>Term Length<sup>1</sup>:</b> 2 academic years, Fall semesters only
<b>Next Term Start Date<sup>1</sup>:</b> Fall 2013 (position to be filled Spring 2013)
<b>Release Time Assignment<sup>1</sup>:</b> 20% Fall semesters only
<b>Administrative Supervision:</b> Dean, Institutional Research and Planning
<b>Key Duties &amp; Responsibilities:</b> <ol style="list-style-type: none"><li>1. Coordinate the District's annual program review process, in conjunction with the Dean of Institutional Research and Planning (IRP).</li><li>2. Attend pre-planning meetings with the Dean and staff of IRP prior to commencing the fall schedule of program review meetings.</li><li>3. Assist the Dean in establishing and monitoring the six-year cycle for programs and services undergoing program review at Rio Hondo College.</li><li>4. Conduct several orientations early in the fall semester to assist program review writers in understanding the program review process, navigating program review software, identifying the kind of information needed to complete program review, locating statistical data, etc.</li><li>5. Consult with program review teams to make recommendations for writing and editing their program review documents, and provide substantive comments and direction for revising their documents.</li><li>6. Assist the IRP in assembling the Program Review Committee.</li><li>7. Train the Program Review Committee in what to look for and how to conduct a review.</li><li>8. Co-chair Program Review Committee meetings.</li><li>9. Record notes from Program Review Committee meetings.</li><li>10. Write the executive summary for each program review, distribute it to each program review team, and upload it into program review software.</li><li>11. Work with IRP to summarize the priorities identified in each academic year through</li></ol>

the program review process.

12. Analyze trends reflected in each year's program review process as well as ongoing trends reflected over the entire program review cycle.
13. Assist with development and enforcement of operational policies and procedures for program review.
14. Attend meetings of the Planning and Fiscal Council (PFC) and deliver periodic updates on the program review process.
15. Attend ongoing training on "best practices" for successful program review processes.
16. Contribute suggestions for improving and maintaining the Program Review page of the Institutional Research and Planning Website.
17. Prepare reports as necessary related to Program Review strategic planning.
18. Provide information, as needed, to assist the Dean in preparing the operational budget for program review.
19. Provide information, as needed, to assist the Dean in completing surveys related to program review at the College.
20. Contribute to data collection efforts related to the District's self evaluation for accreditation.
21. Develop, implement, and update a personal professional development plan on an as-needed basis.
22. Perform related duties and responsibilities as assigned.

**Employment Standards (Knowledge of):**

1. Planning, organization, and direction of program review at Rio Hondo College.
2. Applicable policies, procedures, goals, and objectives related to the program review process.
3. Capabilities of computer systems, software, and hardware used in course management systems.
4. "Best practices" in planning and program review processes.
5. Effective strategies for training and professional development.
6. Mission, philosophy, and goals of the College.
7. District organization, operations, policies, and procedures.
8. California Community College System and functioning on state, local, and institutional levels.
9. Principles of business and personnel coordination.
10. Organization and coordination of records.
11. Pertinent federal, state, and local laws, codes, and regulations related to program review, including appropriate sections of the California Education Code.

**Employment Standards (Skills & Abilities):**

1. Operate modern office equipment, including computer equipment and software.
2. Develop and maintain interpersonal relationships.
3. Plan, direct, and coordinate the program review process.
4. Develop innovative programs and services to meet the diverse needs and interests of the community.
5. Establish feasible program goals and evaluate program results.
6. Analyze situations accurately and adopt an effective course of action.

7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Communicate clearly and concisely, both orally and in writing.
9. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
10. Prepare comprehensive narrative and statistical reports.
11. Effectively utilize computer equipment, software, information management systems, and course management systems in the performance of duties.
12. Identify and respond to faculty and staff issues, concerns, and needs with regard to program review.
13. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
14. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
15. Meet schedules and timelines.
16. Work independently with little direction.

**Minimum Qualifications:**

1. Master's degree in a related field preferred; Bachelor's degree considered.
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Special Requirements:**

1. Two years' experience participating in the program planning and review process.

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.