

## Program Review Process

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The purpose of program review is to guide the development of programs on a continuous basis.

Program review is a process that evaluates the status, effectiveness, and progress of programs and helps identify the future direction, needs, and priorities of those programs. It is a peer review process where committees discuss departmental plans for the future including departmental goals and plans to achieve those goals. Campus programs are asked to complete an annual program plan each year and a program review every six years.

## Taskstream Access

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- Rio Hondo College uses **Taskstream** as a tool to facilitate the annual planning process.
- Employees can access Taskstream using their **Rio Hondo credentials** (username and password) through a **single sign-on portal**.
- The portal is found on the [IRP Planning](#) website or through **Access Rio**, on the Institutional Research & Planning "channel."
- **Need help with your account or access to a workspace in Taskstream?** Create a ticket through the [Information Technology Helpdesk](#).

## General Taskstream Navigation

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- Once in a workspace, navigate using the menu on the left.
- Each section of the template has a **heading** and one or more **subheadings**.
- All work is done in the subheadings.
- Click **Check Out** to start work under a subheading.
- Instructions on the content requested in each section can be found at the top of each page under **Directions**.