

Program Review Process

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

- 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

- 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**.

Program Review Overview

The following information is requested in the program review. **Updates for Fall 2021 in red.**

Mission Statement

The mission statement of the program that guides its activities, objectives, and outcomes.

Program Progress

Programs reflect on the past six years and report budget, space, staffing, professional development, services, curriculum, **work on DEI and student material costs**, and other projects. **Progress updates should also include the current status of the program and activities.** Progress made on the previous long-term plan is also reported as well as accomplishments during this time.

Program Outcomes

Instructional programs describe program-level outcome assessment methods and the results of these assessments. **In most cases, IRP will provide aggregated outcome data for program use.**

Non-instructional programs review all program-level outcomes and from the last six years and address trends in the data.

Data Analysis

Instructional programs review and analyze enrollment trends, student achievement, program level standards, and equity gaps in order to identify strengths and opportunities and to inform the long-term plan. **Instructional programs are also expected to address areas where student achievement rates are below the Institution Set Standard, lower than comparable disciplines, and/or below the division rate.**

Non-Instructional programs provide program data and program level standards with analysis of trends in order to inform the long-term plan.

Strengths and Weaknesses

Programs reflect on the data presented in the review and identify program strengths and weaknesses. Information is used to inform the long-term plan and next year's objectives.

Long-Term Plan

Programs plan for the future based on analysis of outcomes, data, strengths and weaknesses.

Within the Annual Program Plan template:

Programs are also required to complete an annual program plan.

Programs going through program review are only required to complete sections related to program outcomes, objectives, and resource requests.