

Overview

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 program are asked to complete an annual program plan each year and a program review every six years.

The following information is requested in the program review:

Mission Statement

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

Program Description

A brief description of the current program. The description should include the program's services and target audience, number of faculty and staff, location, and budget. In addition, details of professional development activities, local grants and statewide initiatives should be described.

Program Progress

Programs reflect on the past six years and report budget, space, staffing, professional development, services, target audience, curriculum, projects, and initiative progress. 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.

Non-instructional programs review all program-level outcomes and associated data.

Program 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.

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

Program 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 (which differs from the information collected in program review), objectives, and resource requests.

4. Program Outcomes

The purpose of this program is to record program outcomes, their assessment method, and the results of these assessments.

4.1. Program Outcome Statements

Instructions

Record Program Outcomes statements in this section. **For most programs, outcomes have already been created and will only need to** be entered into this workspace.

Software Navigation

1. From menu on the left, click the **4.1 Program Outcomes** subheading then **CHECK OUT**

- 2a. **If program outcomes were previously entered**
 - a. Click **SELECT EXISTING SET**
 - b. Click radio button next to the desired outcome set, e.g. “[Program] Outcome Set **2020-2021**” then **CONTINUE**, this will populate the selected set
 - c. Click **Edit Set Name/Properties** and rename the set to “[Program] Outcome Set **2021-2022**” then **CONTINUE**
 - d. If needed, edit or update the program outcomes
 - e. Do not add mapping
 - f. When finished, click **SAVE AND RETURN** then **CHECK IN**

- 2b. **If program outcomes were not previously entered**
 - a. Click **CREATE NEW SET**
 - b. In Set Name field, enter “[Program] Outcomes 2021-2022” and check box to Designate Alignment/Mapping Preference then **CONTINUE**
 - c. Click **Create New Outcome**
 - d. Enter outcome, use description box if needed, then **CONTINUE**
 - e. If needed, select **↻ Add another outcome** or select **↻ Back to all outcome sets**
 - f. Do not add mapping
 - g. When finished, click **SAVE AND RETURN** then **CHECK IN**




4.2. Program Outcomes Assessment

Instructions

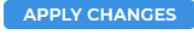

Describe how you are assessing each program outcome. All program outcomes should be assessed within a six-year cycle. Follow the template to provide the required information. For non-instructional programs, the assessment method may be the same as used annually but the findings should reflect six years of data.

Measure Title	Title of how you are measuring your outcomes, e.g. Selected Math Course Outcomes, Student Survey, Internal Review of Program Records.
Details/Description	Provide details of the measure, e.g. annual survey of users, Analysis of Math 101, 102, 103 Course Outcomes 1 & 2 once per year.
Acceptable Standard	Describe the minimum standard for your outcome, e.g. 60% of students will meet program standard, 75% of users will be satisfied, 80% of mail will be distributed within three days.
Ideal Standard	Describe the ideal standard for your outcome, e.g. 85% of students will meet program standard, 95% of users will be satisfied, 90% of mail will be distributed within three days.

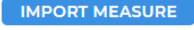

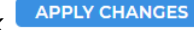

Software Navigation

1. From menu on the left, click the  subheading then 
2. ***The first time this subsection is checked out***, the relevant outcome set will need to be selected. To do this, click CREATE NEW ASSESSMENT PLAN, click Select Set, then SELECT EXISTING SET. Select radio button next to applicable [Program] Outcome Set, then CONTINUE. Click the Mapping box next to all outcomes then ACCEPT AND RETURN TO PLAN.
3. Locate the desired course-level outcome and click  on right

4a. **If a measure was not previously created**

- a. Complete the Measure Information
- b. Click  and when finished click 

4b. **If a measure was previously created**

- a. Click  and use the radio button to select a measure from the list then click 
- b. Edit the fields as needed, this will *not* edit the original entry.
- c. Click  and when finished click 

4.3. Program Outcomes Assessment Findings

Instructions

Report on your assessment findings looking at all outcome data from the last six years. Reflect on the findings and provide specific actions to be taken on how to maintain or improve student learning in the future. Use the radio buttons to indicate if the acceptable standard was met and if results are moving towards the ideal standard.

Summary of Findings	Tabulate, describe, and analyze the results of your outcomes assessment. Identify themes of success and areas for improvement.
Recommendations	Based on results, identify recommendations for improvements in the future. Detail the specific action steps to move forward with the recommendations.
Acceptable Standard	Select Met, Not Met, or Exceeded.

Software Navigation

1. From menu on the left, click the 4.3 Program Outcomes Assessment Findings sub-heading then **CHECK OUT**
2. Scroll down to locate the measure entered in the previous subsection and click **Add Findings** on right
3. Enter Findings into the template then click **SUBMIT**
4. Repeat steps 2 and 3 for each outcome that you want to report then **CHECK IN**