Program Review

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. Each program on campus is 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:

**Program Description**

The program’s mission statement, budget, number of faculty and staff, location, services, and target audience. The program’s involvement with, and the impact of, professional development activities, local projects, and statewide initiatives. Progress made towards the objectives stated in previous program plan is also reported.

**Program Progress**

Programs reflect on the past six years and report budget, space, staffing, professional development, services, target audience, curriculum, project, 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 identify program-level outcome assessment methods and the results of these assessments. The assessment cycle of program-level outcomes is provided.

Non-instructional programs update their program-level outcomes 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:*

**Program Objectives & Resource Requests**

Programs identify at least one objective to work on the following academic year and request resources that are needed to accomplish the objectives.
Taskstream Access and Navigation

Taskstream Access

- Taskstream can be accessed on campus or off campus with any common internet browser.
- Access Taskstream through:
  - Rio Hondo College Institutional Research & Planning website – Go to the planning page and then click on Taskstream logo.
  - Access Rio portal – Go to the Institutional Research & Planning section and click on the Taskstream logo.
- Login using your existing Rio Hondo College username and password.

General Taskstream Navigation

- Once in a workspace template, 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.
- Check Out – Check Out to start a section.
- Subheadings – All data entry is done in subheadings.
- Directions – Content and software directions are on each page.

For assistance, contact the planning helpline: 562-463-6644
1. Mission Statement

The purpose of this section is to ensure alignment between the college’s mission, the program’s mission, and the annual program plan.

1.1. Mission Statement

Instructions
In this section, provide the program’s mission statement. The statement should include the program’s purpose, primary functions, key stakeholders, and how the program supports the college mission. For the purposes of program planning and program review, the mission statement should be 1-2 sentences.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and enter, or edit, mission statement
3. When finished, click , click if prompted, then

Rio Hondo College Mission Statement
Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.
2. Program Description

Provide a brief description of your current program. Include each of the following, and any other pertinent information, about the program.

2.1. Budget, Space Allocation, and Staffing

**Instructions**

Provide a description of the program budget. Give the total number of current faculty, staff, and administrators and indicate if they are full or part-time. Describe where the program is located including building and room numbers where applicable.

**Taskstream Navigation**

1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then

2.2. Projects, Grants, and Initiatives

**Instructions**

Describe current projects, grants, or statewide initiatives that are impacting the program.

**Taskstream Navigation**

1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then
2.3. Professional Development

Instructions
Describe current opportunities for professional development and level of participation by program staff.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then

2.4. Services and Target Audience

Instructions
Describe the services offered by the program and the target audience.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then

2.5. Program Progress

Instructions
Describe progress on the program's objectives from last year's annual plan and note the status of resource requests.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then
2.6. Curriculum

Instructions

Instructional Programs:

Provide a list of the regularly scheduled courses offered by the program. If some courses are inactive, include them in a separate list and explain why they are not currently being offered. List the degrees and certificates currently offered by the program.

Non-Instructional Programs:

Not applicable

Taskstream Navigation

1. From menu on the left, click the Curriculum sub-heading then
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN.

2.7. Additional Information

If additional information about the program needs to be added, provide it in this section.

Use CTRL+C and CTRL+V to copy and paste into Taskstream.
3. Program Progress Since Last Review

The purpose of this section is to describe the program’s progress since the last program review. If no previous program review exists, include the last six years. If the program is less than six years old, include information since inception.

3.1. Budget, Space Allocation, and Staffing Progress

Instructions

Consider the program six years ago and discuss how the program budget and funding has changed. Describe staffing and location changes that have occurred during this timeframe.

Taskstream Navigation

1. From menu on the left, click the sub-heading then CHECK OUT
2. Click and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN

3.2. Projects, Grants, and Initiatives Progress

Instructions

Describe projects, grants, or initiatives that have impacted the program over the last six years.

Taskstream Navigation

1. From menu on the left, click the sub-heading then CHECK OUT
2. Click and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN
3.3. Professional Development Progress

Instructions
Describe professional development activities that faculty and staff have been involved in over the last six years.

Taskstream Navigation
1. From menu on the left, click the Professional Development Progress sub-heading then CHECK OUT
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN

3.4. Services and Target Audience Progress

Instructions
Consider the program since the last program review, approximately six years ago, and describe any changes in the services offered to students or other campus community members. Be sure to include any new services or activities for which the unit is responsible or activities and services for which the unit is no longer responsible and indicate if the target audience has changed.

Taskstream Navigation
1. From menu on the left, click the Services and Target Audience Progress sub-heading then CHECK OUT
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN
3.5. Curriculum Progress

Instructions

Instructional Programs:
Consider the program since the last program review, approximately six years ago, and describe changes in scheduling or course format, substantial changes to courses offered, and changes to the degree and certificate programs.

Non-Instructional Programs:
Not applicable

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then

3.6. Long Term Plan Progress

Instructions
Consider the program since the last program review, approximately six years ago, and address progress towards past goals, objectives, and long-term plans.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then
3.7. Accomplishments

Instructions
Identify significant accomplishments since the last review.

Taskstream Navigation
1. From menu on the left, click the Accomplishments sub-heading then CHECK OUT.
2. Click Text & Image and add information about your program.
3. When finished, click SAVE AND RETURN then CHECK IN.

3.8. Additional Information

Instructions
Describe any other changes relevant to the program’s operation over the last six years.

Taskstream Navigation
1. From menu on the left, click the Additional Information sub-heading then CHECK OUT.
2. Click Text & Image and add information about your program.
3. When finished, click SAVE AND RETURN then CHECK IN.

Use CTRL+C and CTRL+V to copy and paste into Taskstream.
4. Program Outcomes (Updated)

1. Section 4.1 is only required for Instructional Programs.

4.1. Instructional Program Outcomes

Instructions
Include all program outcomes (a minimum of three is required).

Taskstream Navigation
1. From menu on the left, click the Program Outcomes subheading then 

2. If program outcomes were previously entered, click 
   - Click radio button next to the desired outcome set, e.g. “[Program] Outcome Set 2019-2020” then 
   - Click and rename the set to “[Program] Outcome Set 2020-2021” then 
   - If needed, edit or update the program outcomes

3. If program outcomes were not previously entered, click 
   - In Set Name field, enter “[Program] Outcomes 2020-2021” and check box to Designate Alignment/Mapping Preference then 
   - Click 
   - Enter outcome, use description box if needed, then 
   - If needed, select or select 
   - Do not add mapping

4. When finished, click SAVE AND RETURN then 

Program Review
## 4.2. Instructional Program Outcomes Assessment

<table>
<thead>
<tr>
<th>Measures</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure Title</strong></td>
<td>Title of how you are measuring your outcomes, e.g. Selected Math Course Outcomes, Student Survey, Internal Review of Program Records.</td>
</tr>
<tr>
<td><strong>Measure Type/Method</strong></td>
<td>Select from dropdown</td>
</tr>
<tr>
<td><strong>Measure Level</strong></td>
<td>Select “Program” from dropdown</td>
</tr>
<tr>
<td><strong>Details/Description</strong></td>
<td>Provide details of the measure, e.g. annual survey of users, Analysis of Math 101, 102, 103 Course Outcomes 1 &amp; 2 once per academic year.</td>
</tr>
<tr>
<td><strong>Acceptable Standard</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Ideal Standard</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Key Personnel</strong></td>
<td>Describe who is responsible for the assessment</td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
<td>Attach <a href="#">program outcome assessment cycle</a></td>
</tr>
</tbody>
</table>
Taskstream Navigation

1. From menu on the left, click the subheading then 

   The first time this subsection is accessed, click CREATE NEW ASSESSMENT PLAN then 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 (or Include All box at top) then click ACCEPT AND RETURN TO PLAN.

2. Locate the desired course-level outcome and click on right

3. **If a measure was not previously created:**
   - Complete the Measure Information template
   - Then click

4. **If a measure was previously created:**
   - Click and use the radio button to select a measure from the list then click
   - Edit the fields as needed, this will not edit the original entry.
   - Click

5. When finished, click
4.3. Instructional Program Outcomes Assessment Findings

Section 4.3 is only required for Instructional Programs.

Instructions
Report on your assessment findings. Reflect on the findings and provide recommendations on how to maintain or improve 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
Analyze program outcomes data and identify the primary findings that should be noted.

Results
Provide the results of your outcomes assessment.

Recommendations
Based on results, identify recommendations for improvements in the future.

Reflections/Notes
Include additional reflections or notes as needed.

Acceptable Standard
Select Met or Not Met.

Ideal Standard
Select Moving Away or Approaching

Attachment
Attach meeting minutes or other materials that provide evidence of dialogue about program outcomes.

Taskstream Navigation
1. From menu on the left, click the Assessment Findings sub-heading then
2. Scroll down to locate the Assessment 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
5. Click Check In

Only one set of findings can be added to an assessment measure. If additional findings are needed, create a second measure using the IMPORT MEASURE function and add findings to the new measure.
4.4. Non-Instructional Program Outcomes

Section 4.4 is only required for Non-Instructional Programs.

Instructions
Review and analyze outcome data from the last six years and identify trends in the data.

Taskstream Navigation
1. From menu on the left, click the Data Analysis sub-heading then CHECK OUT.
2. Click Text & Image and add information about your program.
3. When finished, click SAVE AND RETURN then CHECK IN.
5. Data Analysis

The purpose of this section is to identify program strengths, find opportunities for program improvement, and identify resource needs.

5.1. Data Analysis

Instructions

Instructional Programs:

Review and analyze planning data for your program. Include analysis of the following:

a. Enrollment trends such as FTES, fill rates, sections offered, and efficiency (FTES/FTEF)

b. Student achievement outcomes such as course success and retention and course success and retention by modality particularly as it concerns distance education,

c. Equity gaps in student achievement outcomes such as course success and retention.

d. Program performance in relation to program standards for program outcomes and/or for achievement outcomes.

In looking at enrollment and achievement data, historical comparisons can be made as well as comparisons to like disciplines in your division, the division overall, and to the college overall.

Non-Instructional Programs:

Provide data relevant to your program outcomes, primary program functions, and other significant topics. In looking at your program data, you should address trends in the data and explain the reason for trends. Discuss program performance in relation to program standards for program outcomes.

Taskstream Navigation

1. From menu on the left, click the Data Analysis sub-heading then CHECK OUT
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN
6. Strengths & Weaknesses

6.1. Strengths

Instructions
The purpose of this section is to identify the strengths of the program based on the Program Review. Provide a list or description of the program’s strengths. Context should be provided only as needed for clarity.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about course outcomes dialogue
3. When finished, click then

6.2. Weaknesses

Instructions
The purpose of this section is to identify weaknesses of the program based on the Program Review. Consider and explain areas that need improvement to strengthen the program. Context should be provided as needed for clarity.

Taskstream Navigation
1. From menu on the left, click the sub-heading then
2. Click and add information about course outcomes dialogue
3. When finished, click then
7. Long Term Plan

7.1. Long Term Plan

**Instructions**

The purpose of this section is to plan for the future of the program. Based on your program outcomes analysis, program data analysis, strengths and weaknesses and other substantive changes you’ve identified, briefly describe where the program is heading over the next six years. Provide justification as needed.

**Taskstream Navigation**

1. From menu on the left, click the Long Term Plan sub-heading then CHECK OUT.
2. Click Text & Image and add information about course outcomes dialogue.
3. When finished, click SAVE AND RETURN then CHECK IN.
8. Objectives & Resource Requests

8.1. Program Objectives

This subsection is located in the Annual Program Plan template.

Instructions
At least one objective should be set for the coming year. Each objective should be mapped to an institutional objective to demonstrate how it contributes to the college's goals. If needed, resources to support the objectives can be requested.

The objectives should be logical next steps the program will take in response to the data reported in the previous section. Objectives should describe actions (e.g. enhance, expand) that the program will take to move towards program outcomes. They should be observable and measurable so that progress, or completion, can be reported the following year. Each objective should be mapped to one or more institutional objectives that it relates to.

Taskstream Navigation

1. From menu on the left, click the Objectives sub-heading then
2. Click CREATE NEW SET or
3. If CREATE NEW SET
   NOTE: Use this option if you have not previously created an action plan or if using the information from last year is not practical.
   • Create set of objectives called “[Program] Objectives [Year]-[Year]”
   • Check box to Designate Alignment/Mapping then click
   • Click then use dropdown to select Goal sets distributed to [Program] then click
   • Click then select Institutional Goals & Objectives then click
   • Select at least one Institutional Objective to correspond to your program objective
   • Repeat steps for each new objective then
4. If SELECT EXISTING SET
   • Select radio button next to action plan then click
   • Edit outcomes or details, if needed then click

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8.2. Full-time Faculty Request

This subsection is located in the Annual Program Plan template.

Instructions
Use this subsection only for requesting a full-time faculty member. Link each request to an objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

Program – Position Title
Provide the program and position being requested, e.g. Transfer Center – Counselor, Photography – Full-time Instructor.

Rationale
Explain the reason for the request and the anticipated impact it will have on the program.

Budget Request Amount
All full-time faculty requests should be listed as $100,000.

Priority
Set a priority that situates the request among other requests made by the program in this category.

Taskstream Navigation
1. From menu on the left, click the sub-heading then click CHECK OUT.

The first time this subsection is checked out, the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.

2. Click Select Set then SELECT EXISTING SET.

3. Select the applicable [Program] Objectives for 2020-2021 then click CONTINUE.

4. Select the applicable Objective related to the resource being requested then accept and return.

5. Click Add New Action and then add Title (resource being requested) and details as indicated in the template then click APPLY CHANGES then CHECK IN.
8.3. Full-time Classified Request

This subsection is located in the Annual Program Plan template.

Instructions

Use this subsection only for requesting a full-time classified staff member. Link each request to an objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

Program – Position Title
Provide the program and position being requested, e.g. Student Center – Clerk Typist II, and program Marketing and Communications - Graphic Designer

Basic Job Description
Provide a basic job description for the position being requested.

Rationale
Explain the reason for the request and the anticipated impact it will have on the program.

Budget Request Amount
Provide a realistic estimate for the cost of the position, if funded.

Priority
Set a priority that situates the request among other requests made by the program in this category.

Taskstream Navigation

1. From menu on the left, click the Full-Time Classified Request sub-heading then click CHECK OUT.

   The first time this subsection is checked out, the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.

2. Click Select Set then SELECT EXISTING SET.

3. Select the applicable [Program] Objectives for 2020-2021 then click CONTINUE.

4. Select the applicable Objective related to the resource being requested then ACCEPT AND RETURN TO PLAN.

5. Click Add New Action and then add Title (resource being requested) and details as indicated in the template then click APPLY CHANGES then CHECK IN.
8.4. Full-time Administrator Request

This subsection is located in the Annual Program Plan template.

Instructions

Use this subsection only for requesting a full-time administrator. Link each request to an objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Program – Position Title

Provide the program and position being requested, e.g. Child Development Center – Director, Information Technology – Associate Director.

Rationale

Explain the reason for the request and the anticipated impact it will have on the program.

Budget Request Amount

Provide a realistic estimate for the cost of the position, if funded.

Priority

Set a priority that situates the request among other requests made by the program in this category.

Taskstream Navigation

1. From menu on the left, click the Full-Time Administrator Request sub-heading then click CHECK OUT.

The first time this subsection is checked out, the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.

2. Click Select Set then SELECT EXISTING SET.

3. Select the applicable [Program] Objectives for 2020-2021 then click CONTINUE.

4. Select the applicable Objective related to the resource being requested then ACCEPT AND RETURN TO PLAN.

5. Click Add New Action and then add Title (resource being requested) and details as indicated in the template then click APPLY CHANGES then CHECK IN.
8.5. Item, Project, or Part-Time Position

This subsection is located in the Annual Program Plan template.

Instructions
Use this subsection to request an item, project, or part-time position. Link each request to an objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Program - Position Title (%) Provide the program, title, and percentage of the position being requested, e.g. Transfer Center – Counselor (25%), CTE – Research Analyst (50%)

Rationale Explain the reason for the request and the anticipated impact it will have on the program.

Location (if applicable) Provide the intended location for items and projects.

Budget Request Amount Provide a realistic estimate for the cost of the position, if funded.

Priority Set a priority that situates the request among other requests made by the program in this category.

Taskstream Navigation
1. From menu on the left, click the sub-heading then click CHECK OUT

   The first time this subsection is checked out the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.

2. Click Select Set then SELECT EXISTING SET

3. Select the applicable [Program] Objectives for 2020-2021 then click CONTINUE

4. Select the applicable Objective related to the resource being requested then ACCEPT AND RETURN TO PLAN

5. Click Add New Action and then add Title (resource being requested) and details as indicated in the template then click APPLY CHANGES then CHECK IN
9. Program Review Submission

9.1. Submission

Instructions
Program Reviews should be submitted using the steps below. Repeat these steps in the Annual Program Plan workspace to submit your objectives and resource requests.

Taskstream Navigation

1. Create a PDF of the plan
   - Click the Publish tab
   - Click Export to PDF
   - Select pages to be included and then CONTINUE
   - Click OK in pop-up

2. Download the PDF
   - Go to RESOURCE TOOLS
   - Click Downloads then locate PDF and click Download
   - Save PDF on computer desktop

3. Upload the PDF to your workspace
   - Return to your program workspace
   - Click the Submission sub-heading and CHECK OUT
   - Click to add Attachments then Upload from Computer
   - Click and locate PDF on desktop then click Open then SAVE AND RETURN

4. Submit the Plan
   - Click on Program Plan Submission section
   - Click Submit Work or Edit Work then click YES – SUBMIT MY WORK

Note: This will “lock” the workspace. The workspace can be unlocked by a user any time before review starts.