# INSTITUTIONAL PLANNING PROCESS 2020-2021

## PROGRAM REVIEW CONTENT & NAVIGATION GUIDE

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Program Review 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. 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:*

All programs must complete an annual program plan. For programs going through review only the mission statement, program outcomes (which differs from the information collected in program review), objectives, and resource requests are requested.
**Mission Statement**

The program’s mission statement.

**Outcomes**

Instructional programs “close the loop” on course-level outcomes by documenting successes, opportunities, and action steps. The assessment timeline of course-level outcomes is provided.

Non-instructional programs identify outcome assessment methods and the results of these assessments. The assessment timeline of program-level outcomes is provided.

**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.

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

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
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.

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 Instructions

The purpose of this section is to provide an accurate description of the program and report changes from the previous year. The information will provide a context for the resource allocation process. If the program is not requesting resources, the program manager may choose to only complete sub-section 2.5 Program Progress.

2.1. Budget, Space Allocation, and Staffing
Provide a brief description of the program budget. Give the estimated number of faculty, staff, and administrators and indicate if they are full or part-time. Briefly describe where the program is located including building and room numbers where applicable.

2.2. Projects, Grants, and Initiatives
Provide a brief description of current projects, grants, or statewide initiatives that are impacting the program, or have impacted it over the last year.

2.3. Professional Development
Briefly list professional development opportunities and level of participation by program staff over the last year.

2.4. Services and Target Audience
Provide a short summary of the services offered by the program and the target audience, noting any changes that have happened over the last year.
2.5. Program Progress
Describe progress on the program’s objectives from last year’s annual plan and note the status of resource requests.

2.6. Curriculum

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

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

3. Program Progress Since Last Review
Instructions
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
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.

3.2. Projects, Grants, and Initiatives Progress
Describe projects, grants, or initiatives that have impacted the program over the last six years.

3.3. Professional Development Progress
Describe professional development activities that faculty and staff have been involved in over the last six years.

3.4. Services and Target Audience Progress
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.
3.5. Curriculum Progress

**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

3.6. Long Term Plan Progress
Consider the program since the last program review, approximately six years ago, and address progress towards past goals, objectives, and long-term plans.

3.7. Accomplishments
Identify significant accomplishments since the last review.

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

1. Use CTRL+C and CTRL+V to copy and paste into Taskstream.

4. Program Outcomes Instructions

4.1. Instructional Program Outcomes

1. Subsection only required for instructional programs.

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

4.2. Instructional Program Outcomes Assessment

1. Subsection only required for instructional programs.

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.

**Measure Title**
Title of how you are measuring your outcomes, e.g. Selected Math Course Outcomes, Student Survey, Internal Review of Program Records.

**Measure Type/Method**
Select from dropdown

**Measure Level**
Select “Program” from dropdown

**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.
**4.3. Instructional Program Outcomes Assessment Findings**

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.

**4.4. Non-Instructional Program Outcomes**

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

**5. Data Analysis Instructions**

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

**1.1. Data Analysis**

**Instructional Programs:**

Review and analyze planning data for your program. This analysis can be as brief or detailed as necessary. At a minimum address, at least one area from each 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.

For example, programs may choose to look at FTES, course success, and equity gaps in course success. Programs may indicate whether trends have increased, decreased, or remained relatively stable over the past five years.

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.

### 6. Strengths & Weaknesses Instructions

**6.1. Strengths**
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.

**6.2. Weaknesses**
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.

### 7. 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.
8. Annual Program Plan

All programs are required to complete an annual program plan. Programs going through Program Review only need to complete the following sections in the annual program plan template:

**Mission Statement**

The program’s mission statement.

**Program Outcomes**

Instructional programs “close the loop” on course-level outcomes by documenting successes, opportunities, and action steps. The assessment timeline of course-level outcomes is provided.

Non-instructional programs identify outcome assessment methods and the results of these assessments. The assessment timeline of program-level outcomes is provided.

**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.

① Instructions are provided in the Annual Program Plan – Fall 2019 Guide
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.

  - Directions – Content and software directions are on each page.

1. Mission Statement Software Navigation

1.1. Mission Statement

1. From menu on the left, click the [Mission Statement] sub-heading then **CHECK OUT**
2. Click [Edit] and enter, or edit, mission statement
3. When finished, click [Submit], click [Return to Work Area] if prompted, then **CHECK IN**

2. Program Description Software Navigation

2.1. Budget, Space Allocation, and Staffing

1. From menu on the left, click the [Budget, Space Allocation, and Staffing] 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**
2.2. Projects, Grants, and Initiatives
1. From menu on the left, click the Projects, Grants, and Initiatives sub-heading then CHECK OUT
2. Click and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN

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

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

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

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

3. Program Progress Software Navigation

3.1. Budget, Space Allocation, and Staffing Progress
1. From menu on the left, click the Budget, Space Allocation, and Staffing Progress 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
1. From menu on the left, click the Projects, Grants, and Initiatives Progress 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
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
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
1. From menu on the left, click the **Curriculum 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**

### 3.6. Long Term Plan Progress
1. From menu on the left, click the **Long Term Plan 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**

### 3.7. Accomplishments
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**

① Use CTRL+C and CTRL+V to copy and paste into Taskstream.

### 4. Program Outcomes Software Navigation

#### 4.1. Instructional Program Outcomes

① Subsection 4.1 only required for instructional programs.

1. From menu on the left, click the **Program Outcomes** subheading then **CHECK OUT**
2. **If program outcomes were previously entered,** click **SELECT EXISTING SET**
   - Click radio button next to the desired outcome set, e.g. “[Program] Outcome Set 2019-2020” then **CONTINUE**, this will populate the selected set
   - Click and rename the set to “[Program] Outcome Set 2020-2021” then **CONTINUE**
   - If needed, edit or update the program outcomes
3. **If program outcomes were not previously entered,** click **CREATE NEW SET**
• In Set Name field, enter “[Program] Outcomes 2020-2021” and check box to Designate Alignment/Mapping Preference then [CONTINUE]
• Click [Create New Outcome]
• Enter outcome, use description box if needed, then [CONTINUE]
• If needed, select [Add another outcome] or select [Back to all outcome sets]
• Do not add mapping

4. When finished, click [SAVE AND RETURN] then [CHECK IN]

4.2. Instructional Program Outcomes Assessment

Subsection only required for instructional programs.

1. From menu on the left, click the subheading then [CHECK OUT]
   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 [Add New Measure] on right
3. If a measure was not previously created:
   • Complete the Measure Information template
   • Then click [APPLY CHANGES]

4. If a measure was previously created:
   • Click [IMPORT MEASURE] and use the radio button to select a measure from the list then click [COPY SELECTED]
   • Edit the fields as needed, this will not edit the original entry.
   • Click [APPLY CHANGES]

5. When finished, click [CHECK IN]

4.3. Instructional Program Outcomes Assessment Findings

Subsection only required for Instructional Programs.

1. From menu on the left, click the sub-heading then [CHECK OUT]
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**

① 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

① Subsection only required for Non-Instructional Programs.

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 Software Navigation

#### 5.5. Data Analysis

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 Software Navigation

#### 6.1. Strengths

1. From menu on the left, click the **Strengths** 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**

#### 6.2. Weaknesses

1. From menu on the left, click the **Weaknesses** 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**

### 7. Long Term Plan Software Navigation

#### 7.1. Long Term Plan

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. Program Review Submission

8.1. Submission
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.

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

2. **Download the PDF**
   - Go to RESOURCE TOOLS and 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 and click the sub-heading and
   - Click to add Attachments then Upload from Computer
   - Click and locate PDF on desktop then click Open then
   - Then

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