What is the Purpose of Program Review?

- Improve learning experience of students
- Give SACs an opportunity to carefully study specific discipline or program areas important to student learning and outcomes.
- Create written records of what is working well, what can be improved, and specific plans for making improvements (in the areas chosen for study).
- Provide a forum for the SACs' findings to be communicated to Administration, during which the SAC and Administration can explore and determine ways to make the improvements recommended in the Program Review (including timelines and “check-in” periods between Program Reviews)
- Address the findings of our most recent accreditation visit regarding assessing student learning tied to outcomes.

What are the Benchmarks for Program/Discipline Reviews?

- College Core Outcomes
- Program/Discipline Outcomes
- Course Outcomes

Who are the Primary Audiences for Program and Discipline Reviews?

- SAC members
- Administrative Support; Program/Discipline Division
- Administration, DOIs, DOSDs, VP ASA, Campus Presidents
- Accreditation Body
- Advisory Committees

NOTE: Students will be the ultimate beneficiary if this is done well, but they are a secondary audience for these reports.

What types questions can help us better understand the teaching and learning in our program/discipline?

**Possible Concept Questions**

- What is this program/discipline supposed to do?
- Does this program/discipline actually do what it was designed to do?
- How do we define or describe that it does?
- How do we address these gaps?
- How do we know students have met these outcomes?
- What improvements need to be made for our students to be more successful in their academic experience?
- What strategies might lead to these improvements?

What are some possible themes for all SACs to consider?

- Education Master Plan. SACs might focus on one or possibly two elements of the EMP as essential to learning.
- College Core Outcomes
- Curriculum alignment – program/discipline, college-wide, across campuses where appropriate
- Instructor qualifications
- Assessing program outcomes against community or social needs
Professional development considerations
Student access and diversity
Student advising and related services
Student demographics
Enrollment, Management, Retention
Resources
Part-Time Faculty, Facilities, and Equipment
Use of college-wide instructional media
Sources of feedback

What are some additional themes for Professional Technical Education SACs to consider?
- Certification, Industry recognized standards
- Employment forecasts and projections
- Changing business, government, and industry demands
- Current job placement statistics, salaries
- Role of the advisory committee
- Barriers to degree or certificate completion
- Employer feedback on graduate job competency

What are the process outcomes of Program Review?
- Written executive summary (usually 1 page)
- Written report of 4-10 pages (plus appendixes as desired)
  - Plan for assessment that will lead to improved student learning
    (address accreditation recommendation)
  - What did we learn from the process?
  - Implementation Plan
  - Related Activities
  - Timeline for Action
- SAC oral presentation (one to two hours in length)

What are cycles for Program/Discipline Review?
An accepted norm for program review cycle is three years, but SACs may opt for a range of 3-5 years as determined by the SACs and Administrative Support Person. Professional Technical Education programs may desire to synchronize with external accreditation cycles, or provide periodic updates with accreditation cycles exceeding five years.

Administrative Response
- The SAC Administrative Support will coordinate for minutes of the oral presentation to be recorded for the purpose of history and to document any agreements that arise from the meeting.
- At the end of the presentation, the group will agree on a suitable administrative response and determine the timeframe for the response. Normally, the DOI will be responsible for the response.
- Details of the suitable response will be recorded by Administrative Support Person
- Dean of Curriculum and Support will post the written report on the Program Review website.