

## 2016-2017 Proposed Program Review Improvements

A College Planning Committee taskforce met multiple times during the spring 2016 semester in order to streamline and improve VC’s program review process. The taskforce included Andrea Horigan, Alex Kolesnik, Corey Wendt, Olivia Long, Peder Nielson, Phillip Briggs, and Tim Harrison. This group is recommending the following improvements for the 2016 program review process.

### Instructional Programs

- Reviews will be conducted at two levels – program and division.
- Scope of review will be limited to the metrics that are most relevant to each level.

### Student Service Programs

- Reviews will be conducted at two levels – program and division.
- Scope of review will be focus on the quantity and quality of services provided.

Program Review Component	Instructional Program-Level Review	Instructional Division-Level Review	Student Services Review	Student Services Division Review
Data/form	<ol style="list-style-type: none"> <li>1. Course Success Rate (overall, by gender, by ethnicity)</li> <li>2. Degrees and Certificates awarded (overall, by gender, and by ethnicity)</li> <li>3. SLO’s</li> </ol>	<ol style="list-style-type: none"> <li>1. Enrollment (overall, by gender, and by ethnicity)</li> <li>2. Course fill rate</li> <li>3. Productivity</li> </ol>	<ol style="list-style-type: none"> <li>1. Student usage of service (overall, by gender, and by ethnicity)</li> <li>2. Student perception of service (as measured through 6 Success Factors survey)</li> <li>3. SUO’s</li> </ol>	<ol style="list-style-type: none"> <li>1. Division-wide student usage (overall, by gender, and by ethnicity)</li> <li>2. Division-wide student perception (as measured through 6 Success Factors survey)</li> <li>3. SUO’s</li> </ol>
Initiatives/requests	Focused on increasing student success	Focused on enrollment management	Focused on improving quantity and quality of services provided	Focused on improving quantity and quality of services provided
Responsible for Completion	Department Chair	Dean	Dept Chair/Coordinator/Manager	Dean

### Resource Requests

- Day-to-day operational requests and requests for ongoing, recurring expenses will be removed from program review (e.g. routine maintenance requests, broken chairs, requesting the same supplies that were purchased in previous years).
- Completed program reviews must be submitted to the IEE office by the October 9 deadline, or their resource requests will not be prioritized.
- Programs must meet the “No SLO, No Dough” criteria or their resource requests will not be prioritized. This criteria will be assessed when programs submit their reviews to the IEE office.
- The VP of each area will work with their Dean(s) to prioritize requests 1 through XXX in three categories – Faculty Hiring Requests, Classified Hiring Requests, All Other Requests.
- These area priorities will be communicated to the entire campus on October 26, 2016.
- All faculty hiring requests will go to the Academic Senate, along with the VP/Dean ranks.
- All classified hiring requests will go to the Classified Senate, along with the VP/Dean ranks.
- All other requests will go to the College Planning Committee, along with VP/Dean ranks.
- The Academic Senate, Classified Senate, and CPC will provide a final, college-level prioritization for their respective requests.
- The final prioritized lists will be sent to the College President as formal recommendations from each governance body.

## “No SLO, No Dough” Rubric

On February 24<sup>th</sup>, 2014 the College Planning Council began discussing a “No SLO, No Dough” policy with regard to program review. The purpose of this policy is to ensure that programs that are not actively participating in the SLO/SUO process do not receive funds for program review resource requests. Programs must meet each of the criteria in the rubric below in order to be eligible to receive funding for program review resource requests. Exceptions will be granted only in rare, justifiable cases.

### Instructional Program Rubric

Criteria	Yes	No
1. All active courses in the program have at least two course SLO'S.		
2. All active courses in the program have at least one ISLO.		
3. 100% of active courses in the program have assessed at least one SLO.		
4. 75% of the total course SLO's in the program have been assessed.		
5. Each TracDat <i>program unit</i> in the program has assessed at least one PSLO.		

### Service Program Rubric

Criteria	Yes	No
1. The program has at least 2 SUO's.		
2. The program has at least 1 ISLO/ISUO.		
3. All SUO's have been assessed annually.		

Approved by Academic Senate on May 7, 2016. Approved by Classified Senate on May 5, 2016.  
 Approved by College Planning Committee on April 27, 2016.

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**2016-2017 Program Review Timeline**

**April 27, 2016**

- Planning Parameters for 2016-17 program review process presented to College Planning Committee and distributed to campus via email from College President

**August 15, 2016**

- Templates and data posted to Program Review website

**August 16, 2016**

- Programs and divisions meet on mandatory flex day

**August 16 – October 9, 2016**

- Programs and divisions complete program reviews.

**October 9, 2016, 11:59pm**

- All program reviews due to IEE Office

**October 10-11, 2016**

- IEE Office and SLO facilitators assess “No SLO, No Dough” criteria for each program

**October 12, 2016**

- IEE Office distributes program objectives and resource requests to VP’s and Deans
- IEE Office posts completed program reviews on website

**October 12 – October 25, 2016**

- Objectives and requests are prioritized by Academic Affairs (AA), Business and Administrative Services (BAS), and Student Services (SS) areas

**October 26, 2016**

- Vice Presidents present their respective area’s prioritized faculty, classified, and other requests to the campus

**November 2, 2016**

- All faculty requests and AA/SS rankings are sent to Academic Senate
- All classified requests and AA/BAS/SS rankings are sent to Classified Senate
- All other requests and AA/BAS/SS rankings are sent to College Planning Committee

**November 3 – November 30, 2016**

- Academic Senate, Classified Senate, and CPC prioritize respective requests

**December 1, 2016**

- Academic Senate, Classified Senate, and CPC recommend final prioritized lists to College President

**March 22, 2017 (CPC Meeting)**

- Final 2016-2017 program review report presented to college
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Proposed Program Review Resource Allocation Request Prioritization Process

