



## ECC/CEC Guidelines for Completion of Program Review

### I General Information--Overview

- A) **Program Review (PR) is a self-study process to...**
1. recognize and acknowledge program/department performance
  2. assist in program/department improvement through self-reflection
  3. provide recommendations
- B) **The Program Review (PR) format:**
1. helps programs/departments justify the need for the college's resources through qualitative and quantitative data and analysis
  2. provides faculty the opportunity to write about the strengths and weaknesses of their programs/departments
- C) **The Timeline:**
1. A PR will be submitted every *six years*
  2. An annual PR update will be submitted in the spring semester.
  3. Annual updates enable faculty to:
    - a) identify new resource needs and recommendations (e.g. faculty positions, space, equipment, etc...).
    - b) provide the status of current year's goals and assessments
    - c) provide any additional information not included in the most recent PR

### II Program Review Timeline

1. At the fall semester PR Orientation Meeting:
  - a) All PR packets are distributed to faculty working on the assessment.
  - b) Packets include Institutional Research (IR) data to help in the analysis of the *specific* department/program. Data provided both in hard-copy and electronic access.
  - c) Faculty have *option* to design and conduct surveys with assistance from IR.
2. Drafts, submitted to Academic Affairs, due at the end of fall semester
3. Responses from the PR Committee or Designee will be provided by beginning of spring semester
4. Final drafts due by April
5. Faculty members and deans meet with PR committee to discuss document
6. Full or conditional approval given. Revisions might be needed.
7. Approved PRs will be posted on the web.
8. Faculty and dean ensure:
  - a) PR prioritized recommendations placed into the college's planning software (Plan Builder).

### **III Program Review Step-by-Step Content**

#### **1 Overview of your Program/Department**

**Include:**

- a) A complete description of the program/department
- b) Information on degrees/certificates offered (where applicable)
- c) **Status of previous recommendations**

#### **2 Analysis of Institutional Research Data**

**Include:**

- a) Course grade distribution; success and retention rates
- b) Enrollment statistics with section and seat counts; fill rates
- c) Improvement rates (where applicable)
- d) **Recommendations (where applicable)**

#### **3 Curriculum--Course, Content, and Articulation**

**List:**

- a) Courses not reviewed in the last 5 years
- b) Specific timeline for submission of out-of-compliance courses to the College Curriculum Committee for updating and review
- c) Course additions to current course offerings with explanations
- d) Course deletions from current course offerings with explanations
- e) Concerns and explanations regarding department/program's courses and their articulation
- f) **Recommendations (where applicable)**

#### **4 Student Learning Outcomes (SLOs)**

**List:**

- a) SLOs for each course in the discipline
- b) Courses with assessments
- c) Description of changes resulting from assessment of the courses
- d) Program certificate and degree SLOs and manner of assessment
- e) Results of the assessment
- f) Program's level of SLO/assessment implementation: Awareness; Development; Proficiency; or Sustainable Continuous Quality Improvement—Based on the Accrediting Commission for Community and Junior Colleges' (ACCJC) Rubric for Student Learning Outcomes (copy will be provided at annual PR orientation meeting)
- g) **Recommendations (where applicable)**

#### **5 Facilities, Equipment, and Technology**

**List:**

- a) Facilities, equipment, and technology used by the program/department
- b) Adequacy and currency of these facilities, equipment, and technology
- c) Immediate needs of facilities, equipment, and technology
- d) Long-range needs in these areas

## 6 Staffing

### Examine:

- a) Current staffing
- b) Program/department's current needs
- c) Program/department's future needs
- d) **Recommendations (where applicable)**

## 7 Planning

### List:

- a) Internal and external changes or trends impacting program in the next five years
  - b) Direction of program in five years
  - c) Goals and objectives of program related to the college mission and strategic initiatives
- Information is found at the following site:  
[http://www.elcamino.edu/administration/ir/docs/planning/ECC\\_strategicplan.pdf](http://www.elcamino.edu/administration/ir/docs/planning/ECC_strategicplan.pdf)

## 8 Conclusion and Summary

### List:

- a) **Prioritized recommendations and needs of your program/department.**
- b) Provide *estimates* of any probable expenditures or purchasing needs.
- c) Questions to guide you in this process and the format of the PR, for example:
  1. Where is the program/department now? Mention the status of your previous recommendations.
  2. Where does the program/department want to be in 5 years?
  3. What does the program/department need to do to get there?
  4. How will you validate (or account for) the program/department's progress?
  5. Finally, make sure that your program/department's prioritized recommendations have been or will be submitted into Plan Builder, the college's planning software.

### ECC and CEC Program Review Organization

The goal of Program Review is to provide an introspective examination and analysis of each department/program *on both campuses* with ultimate recommendations for the betterment of the department/program. From the analyses, the colleges can make informed budgetary decisions and recommendations. It is understood that not all programs/departments exist at both campuses. For consistency, CEC will follow the Program Review Cycle of the Torrance campus with regards to the specific department/programs to be reviewed each academic year.

In terms of the actual program review documents from ECC and CEC, when possible, the faculty from both campuses will be encouraged to work together, and the documents will be joined (e.g. Section 1 and Section 2) once each *separate* document has been approved by the respective campus committee—ECC Program Review Committee and the CEC Institutional Effectiveness Committee. The entire document, reflecting both campuses, will then be placed on the Portal. Prioritized recommendations from each program review will be put into the planning software, Plan Builder.