

PROGRAM REVIEW TEMPLATE

1. Overview of the Program/Department

- a) Provide a brief description of the program/department, including the program's mission statement
- b) Describe the degrees/certificates offered (when applicable)
- c) Discuss the status of recommendations from the prior Program Review

2. Analysis of Institutional Research Data (include IR data charts)

- a) Provide and analyze the following statistics/data:
 1. Course grade distribution; success and retention rates
 2. Enrollment statistics with section and seat counts and fill rates
 3. Scheduling of courses (day vs. night, days offered, and sequence)
 4. Improvement rates (when applicable)
 5. Additional data compiled by faculty

b) List related recommendations (when applicable)

3. Curriculum

- a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.
- b) Explain any course additions to current course offerings
- c) Explain any course deletions from current course offerings
- d) Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?
- e) Discuss any concerns regarding department/program's courses and their articulation
- f) Discuss the degrees, certificates, and licensure exams (when applicable). If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined?

g) List related recommendations (when applicable)

4. Student Learning Outcomes (SLOs)

- a) List each course and program level SLO in the discipline
- b) Provide a timeline for the four-year cycle for course and program level SLO assessments
- c) Describe the assessment results and explain the recommended/implemented changes resulting from course and program level SLO assessment. Analyze the changes that were implemented.
- d) Based on the Accrediting Commission for Community and Junior Colleges' (ACCJC) Rubric for Student Learning Outcomes, determine and discuss the program's level of SLO/assessment implementation: Awareness; Development; Proficiency; or Sustainable Continuous Quality Improvement?
- e) **List related recommendations (when applicable)**

5. **Facilities, Equipment, and Technology**

- a) Describe and assess the adequacy and currency of the facilities, equipment, and technology used by the program/department
- b) Explain the immediate (1-2 years) needs related to facilities, equipment, and technology
- c) Explain the long-range (2-4 years) needs in these areas
- d) List related recommendations (when applicable)**

6. **Staffing**

- a) Describe current staffing (include all employees)
- b) Explain and justify the program/department's immediate and long-range staffing needs
- c) List related recommendations (when applicable)**

7. **Direction and Vision**

- a) Are there any changes within the academic field/industry that will impact the program in the next four years?
- b) Explain the direction and vision of the program and how you plan to achieve it
- c) How does the program fulfill the college's mission and align with the strategic initiatives?

8. **Prioritized Recommendations**

- a) Provide a single, prioritized list of recommendations and needs for your program/department, including *cost estimates* for salaries, expenditures and/or purchasing needs.

*Finally, make sure that your program/department's prioritized recommendations have been or will be submitted into Plan Builder, the college's planning software.