

Program Review Handbook:

Two Sections Approved by the Institutional Effectiveness Committee (IEC) on September 27, 2021

Presentations

As a culminating experience in the third semester, program faculty/staff will deliver a 10-minute presentation about their program during the March/April IEC meetings. The campus community will be invited to attend these presentations.

The purposes of the presentations are to:

- educate the College community about the program's successes and opportunities for growth that emerged through the self-evaluation process, providing for interactions among programs and campus leadership;
- disrupt program silos by spotlighting opportunities and areas to collaborate with other programs. Presentations will help all members of the College community—students, classified professionals, faculty, facilities staff, and management—learn about programs and consider ways they can connect so as to collectively contribute to fulfilling the College Mission. Management's attendance is essential so that they, too, can identify ways in which they can support collaborations;
- provide background information about every program in the CPR cohort to the IEC to facilitate identification of prevalent issues and other themes to highlight annually for College leadership and the College as a whole;
- and serve as an artifact that can be accessed by the campus community, not only those who can attend the live presentation.

Formative Feedback

To help programs engage in the deep introspection needed to improve, programs will receive formative feedback throughout the generation of the Comprehensive Program Review (CPR) from their designated Institutional Effectiveness Committee (IEC) CPR Team, as well as ongoing support from the Planning, Research, and Institutional Effectiveness staff.

First semester:

- March: Meet with IEC CPR Team

Second semester:

- October: Meet with Dean to receive feedback on resource requests, if the program has any. Any resource requests should be connected to a goal and have a documented rationale.

- November: Meet with IEC CPR Team to discuss and get feedback on Draft #1: program goals and how they emerged from the evaluation of the program's effectiveness. This way the IEC CPR Team will have a sense of which direction a program is heading, and will provide input.

Third semester:

- February: Meet with IEC CPR Team to receive feedback on Draft #2 to allow for time to integrate relevant feedback prior to submission.
- February: Meet with Dean by the end of this month to receive feedback on draft prior to submission.

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