

**COMPREHENSIVE PROGRAM REVIEW TEMPLATE (CPR) WORK GROUP:
 FALL 2020**

BACKGROUND

In Spring 2020, the Strategic Planning and Allocation of Resources Committee (SPARC) approved the creation of a CPR Redesign Task Force charged with developing recommendations for improving program review processes, with a focus on redesigning the Comprehensive Program Review (CPR).

In the Fall of 2020, CPR Redesign Task Force Recommendations were approved through governance. Item #12 specified that “SPARC charge the IEC [Institutional Effectiveness Committee] with revising the Program Review template and resources to be better tailored to both instructional and non-instructional programs, including meaningful prompts that enhance relevance and minimize duplication throughout the CPR process, and enhanced PRIE data packets for both instructional and non-instructional programs. The revision of the instructional program review templates will be completed in partnership with Academic Senate.”

CPR TEMPLATE WORK GROUP

Upon SPARC approval of the Recommendations, a CPR Template Work Group (WG) was created in Fall 2020 with the following charge: “The WG is charged with revising the CPR template, with prompts specific to instructional and student services, for implementation starting Spring 2021 with the leadership as the Institutional Effectiveness Committee (IEC) Chair and Academic Senate President.” Representatives from the designated constituent groups were recruited.

Constituent Group/ Role	Representative(s)
Academic Senate, Co-Chair	Leigh Anne Shaw
Institutional Effectiveness Committee/ PRIE, Co-Chair	Karen Wong
ASLT Division	Chelssee De Barra
ASSC Student	Allen Busto
Classified Professionals	Jeremy Evangelista, Ernesto Hernandez
Counseling Faculty	Lucy Jovel
CTE Faculty	Cassidy Ryan-White
Dean	Michael Kane
Instructional Faculty	Nancy Kaplan-Biegel, Evan Leach

Work began in mid-October 2020 and culminated in the creation of two CPR templates. From mid-November to early December, the Work Group sought campus-wide feedback on the templates through google doc comments and an optional survey. The Work Group Co-chairs conferred with the Academic Senate, the Classified Senate, the Instructional Leadership Team, the Student Services Leadership Team, and the Institutional Effectiveness Committee, in addition to issuing two college-wide invitations to submit feedback on the templates.

On December 10, 2020, SPARC recommended that College Governance Council (CGC) approve the revised CPR templates for piloting. On Dec. 14, 2020, CGC approved the templates for piloting.

TEMPLATE CHANGES

Moving beyond using a single CPR template, the process described above resulted in the creation of two separate CPR templates: one for instructional programs, and the other for student/learning support services programs. However, they share a common structure: (a) Connection to the College, (b) Current Status, (c) Access, (d) Effectiveness, and (e) Action Plan.

Notable changes are the following:

- 1) Equity was integrated throughout the templates, with data disaggregated when possible to identify disproportionate impact, and how a program will strive to address those inequities.
- 2) Student voice was added as another essential means of evaluating program effectiveness.
- 3) Programs articulate how they support the actualization of the Mission/Vision/Values.
- 4) Programs are advised to limit goals to up to five, which can include continuing existing goals or creating new ones, so as to be able to focus their efforts.
- 5) Word lengths for narrative responses were recommended.
- 6) Student learning for programs with courses is explicitly connected to curricular revisions and course sequencing.
- 7) Instructional programs draw from labor data where appropriate.
- 8) Student/ learning support programs have flexibility in reporting how they evaluate access and effectiveness.