



OPERATING PROCEDURE

Approval Date: 07/23/19

Effective Date: 07/23/19

Last Revised:

Procedure Number/Name:	040.003.001 – Instructional Program Review
Associated Rule Number/ Name:	040.003.000 – Instructional Program Review
Responsible Department:	Instructional Services

Overview

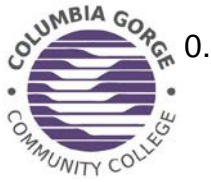
The goal of Instructional Program Review is to empower departments and faculty to make informed decisions and improvements that support student success and prepare our graduates for advanced studies or employment. It is primarily an internal activity meant to foster self-reflection, support thoughtful, evidence-based planning, and result in effective action.

Areas of Responsibility

Vice President of Instructional Services, Director of Curriculum, Assessment, Strategic Planning & Accreditation, Academic Assessment Coordinator (AAC), Instructional Deans, Department Chairs, and Department Faculty

Operating Procedure Details

- The AAC develops and posts the program review schedule.
- Spring term: the AAC notifies the appropriate instructional deans and department chairs which programs are up for review in the coming year.
- Prior to or at fall in-service: The instructional dean meets with the appropriate department chair and/or program faculty to go over review expectations, the template, the timeline, and to designate a faculty lead.
- November 15: The instructional dean meets with the designated lead to get updates, provide resources and ensure everything is on track.
- December 31: Deadline for submitting initial data requests to the AAC who forwards the request to the appropriate college individual/department.
- February 1: Data requests are fulfilled. The instructional dean meets with the designated lead again to get updates, provide resources and ensure everything is on track.
- February 28: AAC contacts instructional dean and faculty lead to offer assistance and check on progress.
- Spring In-Service: Oral presentation of final draft made to instructional dean and/or vice president of instructional services as well as program faculty. Other interested stakeholders, such as advisory groups, may also be invited.



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- April 30: Instructional dean and/or vice president of instructional services provide written summary feedback to be included as an addendum to the review itself.
- May 31: Final reports due to all faculty within the program, instructional dean, vice president of instructional services and AAC. Final reports will respond to vice president of instructional services/instructional dean feedback.
- Final report is posted to CGCC website by AAC.

Further Information

Academic Assessment Coordinator

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References

1. CGCC Administrative Rule 040.003.000 – Instructional Program Review

Forms

[Instructional Program Review Timeline and Template](#)

[Program Review Schedule](#)