

# Instructional Program Review Template

## Purpose

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. While departmental review provides external accountability, it is primarily a function that is supposed to be useful and a benefit to the department itself.

The department is encouraged to conduct its review with a focus on students, using data and self-reflection to determine departmental progress in meeting its goals and objectives. The review provides an opportunity to assess student learning and identify teaching practices that contribute to student success. Additionally, areas of improvement are to be identified and an action plan developed that will be implemented prior to the next review.

## Timeline

- Fall In-service: Instructional dean meets with programs scheduled to be reviewed to go over expectations, the template, the timeline and designating a faculty lead;
- November 15: Instructional dean meets with designated lead to get updates, provide resources and ensure everything is on track;
- November 15: Deadline for submitting initial data requests to the academic assessment coordinator (AAC).
- January 25: Academic assessment coordinator provides requested data.
- February 1: Instructional dean meets with designated lead again to get updates, provide resources and ensure everything is on track;
- Spring In-Service: The program presents an oral report based on the Program Review to: department faculty, the instructional dean, the vice president of instructional services (VPIS), the AAC. Other interested stakeholders may attend.
- April 30: Instructional dean and VPIS provide written summary of feedback, to be included as an addendum to the review itself.
- May 31: Program will provide a written response addressing all areas of concerns expressed in the dean and VPIS feedback. Program response will be attached to the final report and the entire package will be posted by the AAC. The AAC will notify the program's faculty lead, instructional dean, and VPIS of final posting.

# Analyzing and Reporting Assessment Results

An assessment plan's value to the department lies in the evidence it offers about overall department or program strengths and weaknesses, and in the evidence it provides for change (Wright, 1991). The key factors in achieving real value from all of your work is to make the most out of the information you have collected by using effective analysis and interpretation practices.

## Definitions

**Data** – Data is individual pieces of factual information recorded and used for the purpose of analysis.

**Analysis** – Analyzing data should include organizing, synthesizing, interrelating, comparing, and, most importantly, interpreting the assessment results. There is no formulaic, cookie-cutter answer when providing analysis. It requires thinking, evaluation, judgement, and should provide meaning for your results and reason behind your decisions/recommendations.

Estimations of time required for each section are provided in red.<sup>1</sup>

## Section One: Mission and Goals (10 to 30 minutes)

- A. Describe the mission of the program.
- B. Describe program alignment with [CGCC Mission/Core Themes](#)

## Section Two: Previous Review's Recommendations, Action, and Analysis

(½ hour to 2 hours per recommendation. Estimation of time is dependent on whether research is required or if action over the last 5 years can be found in the annual Department Review Updates.)

- A. List recommendations from previous reviews
- B. Summarize actions taken in response to recommendations.
- C. Please describe other actions taken that were not based on previous review recommendations. What assessment, evidence, or need prompted these actions?
- D. Provide results and analysis of each action taken.

---

<sup>1</sup> Time estimates are based on one person doing each of the different parts of the template, however the department is encouraged to work together to complete the different sections. As a result less time may be needed based on a collaborative approach.

## Section Three: Current Department Assessment – Describe, Assess, Analyze & Identify Needs

### A. Student Learning

1. Course-Level Outcome Achievement: (AAC provides the raw Part B data for the previous 5 years. 6 to 12 hours, dependent on the number of courses included in the department.)
  - Provide data and summary analysis of student achievement of course level outcomes since the last program review
  - Identify and give examples of assessment-driven changes made to improve attainment of course-level student learning outcomes. Discuss the effectiveness of those changes to student achievement of course-level outcomes.
2. Degree/Certificate/Program-Level Outcomes: (AAC provides raw data. Department to do analysis. 5 to 16 hours, dependent on the number of degrees and certificates within the department.)
  - Provide data and summary analysis of student achievement of degree/certificate/program level outcomes since the last program review
  - Provide data and summary analysis of student achievement of Related Instruction outcomes addressing communication, computation, and human relations (certificates of 45 credits or more only)
  - Identify and give examples of assessment-driven changes made to improve attainment of program-level student learning outcomes. Discuss the effectiveness of those changes and their impact on student achievement of program-level outcomes.
3. Core Learning Outcomes (degrees only): (AAC provides raw data. Department to do analysis. 2 to 5 hours, dependent on the number of degrees.)
  - Identify and give examples of assessment-driven changes that have been made to improve students' attainment of Institutional Core Learning Outcomes
4. Comparative Transfer Data (transfer degrees only) (Data not available at this time.)
  - Provide data and analysis on transfer student success in university course work.
5. Completion Rates (IR provides the raw data. Department to do analysis. 2 to 5 hours, dependent on the number of degrees and/or certificates)
  - Provide data and analysis on student graduation with 150% of time
  - Provide data and analysis of average GPA for program graduates

Updated June 07, 2018

G:\SHARED\Instructional Services\Program Reviews

## B. Curriculum

1. Alignment with professional and national standards and/or university transfer
  - Identify any course changes required to ensure currency and relevancy related to professional and national standards and/or university transfer
  - Identify any degree/certificate/program changes required to ensure currency and relevancy related to professional and national standards and/or university transfer

(First two bullets of "Curriculum 1" – 2 to 3 days / 16 to 24 hours)

  - Evaluate the relationship between the department and the Advisory Committee. (This could include quantity, expertise and breadth of professional representation, sufficient collaborative opportunities, etc.) (CTE programs only)
  - Forecast future employment opportunities for students, including local, state and national forecasts if appropriate (CTE programs only).

(Last two bullets of "Curriculum 1" – 3 hours.)
2. Enrollment (IR provides the raw data. Department to do analysis.)
  - Provide data and analysis of course enrollment since last review (8 hours)
  - Provide data and analysis of degree/certificate/program enrollment since last review
  - Provide analysis of student retention in classes in the program, progression term-to-term and year-to-year (8 hours for 2<sup>nd</sup> and 3<sup>rd</sup> bullets combined)
  - Describe current and projected demand and enrollment patterns (2 hours)

## C. Teaching and Faculty Development

1. Evaluate your department's incorporation of instructional best practices and their effectiveness on student learning (4 to 5 hours)
2. Describe your department's professional development activities since the last review and evaluate their effectiveness to improve teaching and learning (3 hours)
3. Describe how your department faculty have supported the college's mission and vision outside their primary teaching responsibilities. This can include college committee work, community outreach, co-curricular activities (2 hours)
4. Use data to analyze and evaluate whether the quantity and balance of full and part time faculty is adequate to meet the needs of the program (2 hours)

#### D. Budget

1. Analyze and describe adequacy of budget for meeting the needs of the program/department (5 hours, including a cost analysis)

#### Section Four: Recommendations (2 hours)

Based on the analysis of the needs identified in Sections Two and Three:

- A. Provide recommendations for the next review cycle.
- B. How will the program track and assess progress on its recommendations?