

Program Review

Name of Unit:

Name of person preparing document:

Date of unit meeting to review document:

Reviewer Name:

Reviewer Position:

Note: Include when possible all members of the unit, a student or other client, and others outside the unit in the preparation and review of this document.

Please respond to the following questions. Please consult the *Integrated Planning and Program Review Handbook* for detailed instructions.

1. Assume the reader doesn't know anything about your program. Please describe your program, including the following:
 - a. Organization (including staffing and structure)
 - b. Mission, or primary purpose
 - c. Whom you serve (including demographics)
 - d. What kind of services you provide
 - e. How you provide them
2. What external factors have a significant impact on your program? Please include the following as appropriate:
 - a. Budgetary constraints or opportunities
 - b. Service area demographics
 - c. Requirements of four-year institutions
 - d. Requirements of prospective employers
 - e. Job market
 - f. Developments in the field (both current and future)
 - g. Competition from other institutions
 - h. Requirements imposed by regulations, policies, standards, and other mandates
3. Please attach a list of all the SLOs/SAOs related to your program. In addition, please list any other quantitative or qualitative measures you have chosen to gauge your program's effectiveness.
4. Please summarize the results of each measure you have applied, including the results of any assessment of SLOs/SAOs you have done since your last program review.
5. Reflect on those results. What did you learn from them, and what improvements have you implemented or will you implement based on them? Be sure to include your SLOs/SAOs.
6. Please discuss your program's performance on each component of the applicable evaluation rubric. If you have already

covered an item in your answer to Question 5, just refer to that response here, rather than repeating it.

- a. Instructional Program Health Evaluation Rubric
 - i. Student Learning Outcomes (SLOs)
 - ii. Needs-Based Curriculum
 - iii. Scheduling Matrix
 - iv. Course Retention Rate
 - v. Course Success Rate
 - vi. Full-Time/Part-Time Faculty Ratio
 - vii. WSCH/FTEF Ratio
 - viii. Fill rate
 - ix. Alignment with CHC Mission, Vision, and Goals
 - x. (Goals and Objectives are covered in your Three-Year Action Plan; do not address them here.)
- b. Non-instructional Program Effectiveness Evaluation Rubric
 - i. Service Area and/or Student Learning Outcomes Process
 - ii. Additional Program Effectiveness Measures
 - iii. Program Effectiveness Criteria
 - iv. Innovation and Service Enhancement
 - v. Pattern of Service
 - vi. Partnerships
 - vii. Alignment with CHC Mission, Vision, and Goals
 - viii. (Goals and Objectives are covered in your Three-Year Action Plan; do not address them here.)

7. In answering both the questions below, please include all the areas in the following list, along with any other areas you regard as significant. If you have already covered an item in your answer to Question 6, just refer to that response here, rather than repeating it.

- Representativeness of population served
- Alternative modes and schedules of delivery
- Partnerships (internal and external)
- Implementation of best practices
- Efficiency in operations
- Efficiency in resource use
- Staffing
- Participation in shared governance (e.g., do unit members feel they participate effectively in planning and decision-making?)
- Professional development and training
- Group dynamics (e.g., how well do unit members work together?)
- Innovation

- Compliance with applicable mandates
 - a. What is going well and why?
 - b. What is not going well and why?
- 8. Tell us your vision: Where would you like your program to be three years from now?
- 9. Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.
- 10. Finally, describe how your mission, vision, and goals align with and contribute to the college's mission, vision, and goals, as specified in the CHC Educational Master Plan.