

Program Review Process

- Scoring for each area in the program review will be on a three-point scale:
 - Does not meet
 - Meets
 - Exceeds

For completion of Program Reviews:

- For all units every staff/faculty/ and whenever possible students will be involved in completing program review.
- For disciplines with no full-time faculty the responsibility center for program review are faculty chairs and deans.
- For interdisciplinary studies the responsibility center for program review are the deans and faculty chairs collaboratively (as courses are added the appropriate deans and faculty chairs would be included in the process).
- For the Office of the President, the President will be responsible for turning in the final draft of the unit program review to the Planning & Budget Committee for assessment.
- For those reporting directly to the President, responsibility centers for program review are as follows (each program review will include an executive summary of each of the program reviews completed by programs that are responsible to them):
 - Vice Presidents
 - Deans
 - Directors
- For those programs within Administrative Services, each supervisor (working collaboratively with leads as possible) is the responsibility center for the program review.
- For programs within Student Services, the responsibility center for program review is each dean and/or director.
- For programs within Technology & Learning Resources the responsibility centers for program review are the supervisors/directors/coordinators (if there isn't one then the dean is the responsibility center).
- For programs within Instruction
 - Deans and coordinators are the responsibility centers for program review.
 - Deans and faculty chairs for each discipline will coordinate with discipline faculty to complete the program review documents.

Review Process:

- **Instruction:**
 - Disciplines in collaboration with their faculty chair will complete program reviews.
 - Faculty chairs will create summary review documents including all disciplines.
 - Disciplines and faculty chairs should send their program reviews to their deans and the Vice-president for feedback.
 - Deans and the Vice-president will provide feedback to the disciplines and faculty chairs, but cannot make changes to the unit program review documents.

Planning and Budget Committee

- After receiving feedback, each discipline and the faculty chairs will be responsible for turning in the final draft of the unit program review to the Planning & Budget Committee for assessment.
- Additionally, a copy of all program reviews will be forwarded to the Dreams Express (Title V) for use in the planning of developmental education.
- **Administrative Services:**
 - Each supervisor will send their program review to the next supervisory level within the organizational chart for feedback.
 - Upper level supervisors will provide feedback to each supervisor, but cannot make changes to the unit program review documents.
 - After receiving feedback, each supervisor will then be responsible for turning in the final draft of the program review to the Planning & Budget Committee for assessment.
- **Students Services:**
 - A Counseling Committee will be formed to represent all faculty counselors in Student Services and will complete a program review.
 - The Counseling Committee will send its program review and annual plan to the Dean and Vice President for feedback.
 - The Dean and Vice President will provide feedback to the Counseling Committee, but cannot make changes to the committee's program review documents.
 - After receiving feedback, the Counseling Committee will then be responsible for turning in the final draft of the program review to the Planning & Budget Committee for assessment.
 - The coordinator of Health & Wellness will send the program review and annual plan to the Dean and Vice President for feedback. The Dean and Vice President will provide feedback, but cannot make changes to the Health & Wellness center's program review documents. After receiving feedback, the coordinator will then be responsible for turning in the final draft of the program review to the Planning & Budget Committee for assessment.
 - All other directors and the Deans will send their program review and annual plans to the next person on the organizational chart (Dean and/or Vice President) for review. The upper level supervisor(s) will provide feedback, but cannot make changes to the unit program review documents. After receiving feedback, the directors and/or Deans will then be responsible for turning in the final draft of the program review to the Planning & Budget Committee for assessment.
- **Technology and Learning Resources:**
 - Supervisors, coordinators, and directors will send program review and annual plans to the Dean for feedback.
 - The Dean will provide feedback to the supervisors, coordinators, and directors, but cannot make changes to the unit program review documents.

Planning and Budget Committee

- Supervisors, coordinators, and directors will then be responsible for turning in the final draft of the program review to the Planning & Budget Committee for assessment.
- **For those answering to the President (President's Areas)**
 - VPs, Deans, and Directors will send program review and annual plans to the President for feedback.
 - The President will provide feedback, but cannot make changes to the unit program review documents.
 - VPs, Deans, and Directors will then be responsible for turning in the final draft of the program review to the Planning & Budget Committee for assessment.

Evaluation Process for Program Review:

- Subcommittees consisting of at least three members representing different areas will be formed to conduct program review scoring
- The chair(s) of the committee will distribute the submitted documents to the subcommittees along with copies of the evaluation rubrics and scoring sheets
- Subcommittees will have two weeks for evaluation and will submit their rubric scores and written comments to the chair for distribution to the full committee prior to the second meeting of the month.
 - Each subcommittee will submit a signature sheet with their scores and comments
 - If there is a dissenting opinion it will also be submitted in writing
- The chair will electronically distribute the subcommittees results to each member of the full committee one week prior to the official committee meeting
 - The full committee will be responsible for reviewing each document in preparation for full committee discussion.
- Recommendations/comments/ commendations will be drafted by the full committee after discussion of the subcommittee findings
- Chair will write and distribute the committee's findings to the unit by mid March (15th in 2008).
- Units will have until end of March (31st in 2008) to submit written responses to the committees findings.
- The chair will forward the committees report and the unit's response (if any) to the President by the beginning of April (1st in 2008). Included in the report will be any dissenting opinions
- End of May the committee will distribute the list of any units who will be required to submit another program review or interim report in the following year.