

Online Program Review Instructions

- 1) Go to <http://web.dvc.edu/wepr>
- 2) Log in using your web advisor user name and password
- 3) Click on the YEAR you need access to
TO WRITE YOUR PROGRAM REVIEW
- 4) Click on online form
- 5) Click on program overview
- 6) Begin copy and pasting information into the text blocks provided (much of this information is in the catalog)
- 7) When you are done filling out that area, click on the large down arrow at the middle bottom of the page
- 8) Click on Program review details
- 9) The statistics in this area will be populated by the district office, the department just needs to provide comments for areas 2A1-2A5 in the text box provided
- 10) Click on the large down arrow at the middle bottom of the page
- 11) this allows you to click on area 2B, (which the district also populates the data)
- 12) Move to the bottom of the page and provide comments in the text box for B1-B6
- 13) Click on the large down arrow at the middle bottom of the page
- 14) Fill in the comment areas under the C1-C5 areas
- 15) Click on the large down arrow at the middle bottom of the page
- 16) Fill in the comment areas under the D1-D10 areas
- 17) Click on down arrow, click on program review summary section III
- 18) Fill all applicable areas goals, A-I.
- 19) Add all names of faculty involved in the program review process into the signature page
- 20) ELECTRONICALLY SUBMIT to next level and wait for the validation teams comments