Contra Costa College
President's Cabinet
Program Review Recommendation

1. <u>**Streamline Program Review to an annual cycle for completing reviews and validations.**</u>
   - Create an academic year program review cycle (annual) versus a semester review cycle to avoid timing issues with shorter semesters and allow adequate time for writing and validation to be completed in the same academic year.
   - Require annual program reviews every year with a comprehensive program review in the fourth year, with CTE programs completing a comprehensive program review every two years.
   - Provide self-study teams an opportunity to receive feedback from a subgroup assigned to their area throughout the process, giving times for revising and refining the document before submitting for validation.

Table 1: Recommended Comprehensive and Annual Program Review Schedule 2016-2017

Date	Program Review
August	Notification of Comprehensive Program Review Sent to Departments. Access to WEPR provided.
September	Additional Data Request due to Research & Institutional Effectiveness Office
End of October	Preliminary Draft of Comprehensive Review **Due: Thursday, October 27, 2016**
November	Self-Study Teams Meet/Confer with Program Review Subgroups to Obtain Feedback/Suggestions
Mid-December	Final Draft of Comprehensive Review **Due: Thursday, December 15, 2016**
Mid-February	Final Version of Comprehensive Review and Annual Reports **Due: Thursday, February 16, 2017**
March	Validation Reports of Comprehensive and Annual Reviews Returned to Programs
End of March	Completed Program Reviews and Summary Reports Posted for use in Resource Allocation Process

Table 2: Recommended Comprehensive and Annual Program Review Schedule 2017 & Beyond (Changes highlighted)

Date	Program Review
May/June	Notification of Comprehensive Program Review Sent to Departments. Forms and Data Sheets Distributed.
August	Additional Data Request due to Research & Institutional Effectiveness Office
September-October	Identify New Faculty & Classified Prioritization List from Previous Year Program Reviews

End of October	Preliminary Draft of Comprehensive Review
November	Self-Study Teams Meet/Confer with Program Review Subgroups to Obtain Feedback/Suggestions
Mid-December	Final Draft of Comprehensive Review
Mid-February	Final Version of Comprehensive Review and Annual Reports
March	Validation Reports of Comprehensive and Annual Reviews Returned to Programs
End of March	Completed Program Reviews and Summary Reports Posted for use in Resource Allocation Process

2. **Revise Annual Program Review**
   - Provide venue for programs to update assessment information, report major changes and document anticipated program needs for the year ahead.
   - Ideally each annual review will provide key information that will eventually contribute to the comprehensive review in the fourth year.
   - Include these primary components in the Annual Program Review:
     - PSLO/SLO Assessment Process
     - Goals, Objectives and Activities
     - Staffing Information
     - Technology Information
     - Budget Information
     - Other: Noting any key program changes in all areas
   - Recommend all programs not submitting a Comprehensive Program Review submit an Annual Program Review in the spring semester at the same time the final drafts of the Comprehensive Program Review documents are due..

3. **Create Program Review Committee**
   - Constitute a Program Review Committee with the responsibility for providing guidance to the College regarding the program review process and feedback on the quality of the program review documents submitted by the areas undergoing a comprehensive review.
   - The full committee meets monthly and breaks into **subgroups** to work closely with each program by validating and forwarding documents for ongoing strategic planning.

   - Recommended **committee charge**:
     - Evaluate and provide feedback on the quality of program review documents submitted by the reviewing units.
     - Validate completed program review document and forward the document to the Planning Committee.
     - Monitor integration of program review process with strategic planning.
     - Provide guidance to the College in the use of program review materials and the process of program review.

- Annually evaluate the effectiveness of the program review process and policies and procedures related to program review, and recommend improvements and revisions as needed.
- Report to the College Planning Committee and President's Cabinet annually regarding Committee findings and activities.

- Recommended **committee composition & terms of service**:
  Designate membership by constituency groups and include the following:
  - 4 Academic Senate representatives
  - 4 faculty representatives from the divisions
  - 2 classified staff representatives
  - 2 Associated Student representative
  - 2 management team representatives
  - Members serve for staggered terms of two to three years. New members in their first year will be mentored by experienced members.
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- Recommend allocating 25% faculty reassigned time to coordinate the program review process and do the following:
  - Maintain schedules, forms, templates, instructions, and other materials used in the program review process.
  - Deliver reports to the College Planning Council and President's Cabinet annually regarding Committee findings and activities.
  - Prepare Program Review Committee self-evaluation report.
  - Prepare for following year's program review process.
  - Train committee members and designate validation review subgroups from the larger committee.