

**Contra Costa College  
President's Cabinet  
Program Review Recommendation**

**1. Streamline Program Review to an annual cycle for completing reviews and validations.**

- 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 plans 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 Program Review and Annual Plan 2016-2017**

<b>Date</b>	<b>Program Review</b>
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 <b>Due: Thursday, October 27, 2016</b>
November	Self-Study Teams Meet/Confer with Program Review Subgroups to Obtain Feedback/Suggestions
Mid-December	Final Draft of Comprehensive Review <b>Due: Thursday, December 15, 2016</b>
Mid-February	Final Version of Comprehensive Review and Annual Plans <b>Due: Thursday, February 16, 2017</b>
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)**

<b>Date</b>	<b>Program Review</b>
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 & Annual Plans

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 Plans
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 Plans

- 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 Plan:
  - PSLO/SLO Assessment Progress
  - Goals, Objectives and Activities
  - Staffing Information
  - Technology/Equipment Information
  - Budget Information
  - Other: Noting any key program changes in all areas
- Recommend all programs not submitting a Comprehensive Program Review submit an Annual Plan in the spring semester at the same time the final drafts of the Comprehensive Program Review documents are due.

## 3. Incorporate Program Review Support & Validation Into Planning Committee

- Modify the Planning Committee charge to 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. Given that the Planning Committee's role, in monitoring the College's progress toward meeting the district and college strategic initiatives, incorporating oversight of program review into this committee provides a more integrated approach.
- The full committee meets monthly and breaks into **subgroups** to work closely with each program by validating documents for ongoing strategic planning.
- Recommended additional **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.

- Participate in program review training.
  - 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 President's Cabinet annually regarding Committee findings and activities.
- Recommended modification to the Planning **Committee composition & terms of service:**
    - Planning Coordinator
    - Academic Senate President
    - 3 managers: Add 1 additional management representative appointed by the Management Council
    - 2 faculty: Add 1 additional faculty representatives appointed by the Academic Senate (ensure one faculty representative from each division)
    - 2 classified: Add 2 additional classified representatives appointed by the Classified Senate
    - 1 student representative: Add 3 additional student representatives appointed by the Associated Student Union
    - Vice President & President (ex officio): Add SLO Coordinator as an ex officio for expertise.
    - Members serve for staggered terms of three to four years, except for students. New members in their first year will be mentored by experienced members.
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  - Recommend planning coordinator, with support from the Senior Executive Assistant, organize the program review process. . Duties include the following:
    - Maintain schedules, forms, templates, instructions, and other materials used in the program review process.
    - Deliver reports to the College 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.

#### **Next Steps**

- Review update program review recommendation at President's Cabinet 9/2/16
- Review recommended change to Planning Committee charge and composition to Planning Committee 9/2/16
- Present recommended changes to program review & Planning Committee charge at College Council 9/8/16
- Present updated program review process recommendation to Academic Senate on 9/19/16
- Rollout new program review process at traveling roadshow presentations in September.

