



# Joint College-wide Program Review Improvement Task Force

Recommendations to PBC, IPC and SSPC

As of September 16, 2020

# Reminder

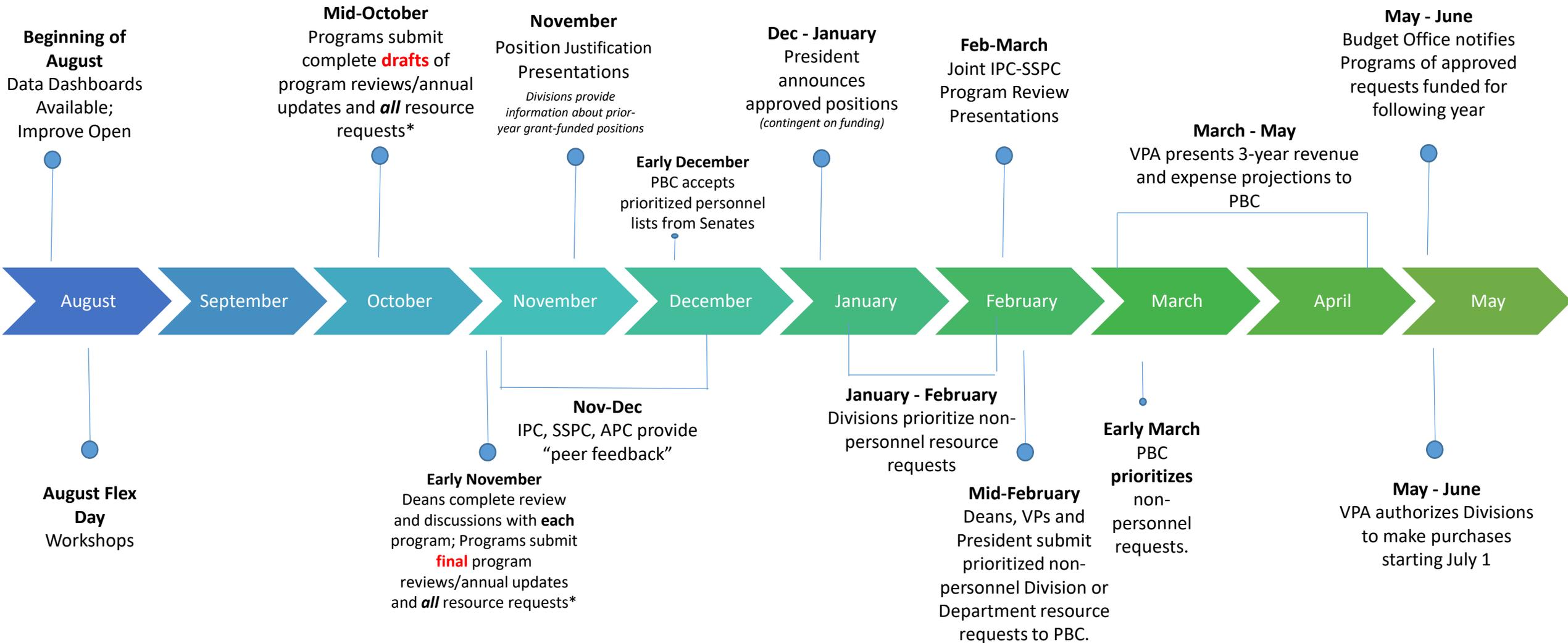
- Due COVID-19 and remote college operations, ***no*** instructional, student services, or administrative programs will be undertaking a *comprehensive* program review in 2020-21
- Programs requesting resources will be required to submit an Annual Update

# Overall process improvements

- Establish an on-going, cross-functional Program Review Work Group (an operational committee) to coordinate and oversee the Program Review process each year.
  - Membership on that Work Group could include:
    - Academic Senate/IPC rep
    - SSPC rep
    - Office of Instruction
    - VPAS
    - PRIE
- Adopt a updated Timeline for 2020-21

# Program Review Timeline (as of fall 2020)

(pending IPC and PBC approval in September, 2020)



\*Resource requests include an Annual Update in non-comprehensive program review years.

Revised by Program Review Work Group, Summer 2020

# Updates to the Resource Request Prioritization process made last January

## Ranking Process

1. PRE- RANKING WORK : Local decisions (not included for PBC prioritization):

1. Resources that can be funded locally, are under \$500, are related to health & safety.

2. FIRST RANK: Program OR Area (**sequential order**), can use [updated rubric](#) but not required.

3. SECOND RANK: Division (**sequential order**), use [updated rubric](#) and [spreadsheet](#)

1. Administrative Programs
2. Academic Support, Learning & Technology
3. Business, Design & Workforce
4. Counseling
5. Humanities & Social Sciences
6. Kinesiology, Athletics & Dance
7. Science & Technology
8. Student Services

The second rankings are due March 18<sup>th</sup> by 12pm.

## PBC Prioritization Process

On March 18<sup>th</sup> PBC will then create a draft prioritization of all the resource requests in sequential order based on the following critical questions:

- Contributes to closing the equity gap
- Contributes to supporting Latinx student success

These questions will be updated each year to reflect campus needs.

PBC will share the draft priority ranking with the campus.

## Division Feedback on Draft Prioritization

On April 15<sup>th</sup> Division leads are invited to share program feedback or new information related to the critical questions. At that meeting PBC will confirm the draft or (re)rank the resources. PBC will move the recommended ranking to the College President for review.

# Resource Request Process Changes for this year

- **Resource Request Rubric to be suspended** because programs are not submitting enough information (due to not completing comprehensive PRs)
- **Divisions (content experts) will prioritize all resource requests** submitted by programs based on
  - **This year's strategic priorities**
  - **2 critical questions for this year** (same as last year's)
  - Questions will be added to the Annual Update (STEP 2) for each resource request to capture information on these two criteria (**need guidance from PBC**)
- **PBC to certify that Divisions have followed the resource prioritization process effectively** (as laid out by PBC)
- ***PBC would not create a master prioritization list***

# Recommendation

- Re-establish the Joint College-wide Program Review Improvement Task Force to continue working on process improvements for 2021-22

END

# Resource Prioritization Rubric

	Minimal (1)	Low (2)	Moderate (3)	Strong (4)	Score
<b>Program review</b>	Request not addressed in program review	Minimally addressed in program review	Moderately addressed in program review	Substantially addressed in program review	
<b>College Mission &amp; Strategic Goals</b>	Does not align with college mission and strategic goals	Minimally aligns with college mission and strategic goals	Moderately aligns with college mission and strategic goals	Fully aligns with college mission and strategic goals	
<b>College Plans</b>	Does not support any of the College operational plans	Minimally supports one or more of the College operational plans	Moderately supports one or more of the College operational plans	Fully supports two or more of the College operational plans	
<b>Learning Outcomes (Student Learning Outcomes, Service Area Outcomes)</b>	Does not support achievement of student learning or service area outcomes	Minimally impacts achievement of student learning or service area outcomes	Moderately impacts achievement of student learning or service area outcomes	Directly and significantly impacts achievement of student learning or service area outcomes	
<b>Critical Question Considered by PBC: Contributes to closing the equity gap</b>	Does not contribute to closing the equity gap	Minimally impacts closing the equity gap	Moderately impacts closing the equity gap	Directly and significantly impacts closing the equity gap	
<b>Critical Question Considered by PBC: Contributes to supporting Latinx student success</b>	Does contribute to supporting Latinx student success	Minimally impacts supporting Latinx student success	Moderately impacts supporting Latinx student success	Directly and significantly supporting Latinx student success	

# Instructional Program Review Changes

- Comprehensive program reviews (CPRs) for all non-CTE instructional programs would be on a 3-year cycle.
- For CTE programs, comprehensive program reviews would be on a 4-year cycle with a 2-year update (which would include an update on goals). The Annual update would be required from CTE programs whether they are asking for resources or not (Academic Senate is working on a Mid-Cycle program Review document).
- On “off” years (non CPR years), any program requesting resources would need to complete and Annual Update.

# Student Services Program Review Changes

- Student Services Programs will each conduct their own review (no more bundling in groups)
- Changes to Student Services CPR Questions:
  - See revised questions (below) aligned with relevant ACCJC standards
  - Eliminate the Executive Summary (seems redundant and not necessarily needed)
  - Set a 200 word limit with the exception of
- Annual Updates would be required only if a program requests resources during which programs would be asked to complete a “looking back” section
- Student Services Programs would also like to make presentations (on a 6-year cycle?)