Program Review Process (updated Dec. 2018)

**Program Review**

Program Review is a process used by Cañada College to determine how effective its programs and services are at helping to achieve the college's mission, vision, and goals. The program review process also determines how resources will be allocated in order to affect positive change related to student learning outcomes and student success. Once complete, each program and their corresponding Planning Council work to achieve their program goals and meet the College’s objective of continuous improvement.

**The Process**

*The Cycle*

The College’s instructional, student services and administrative programs go through the full program review process every other year. During their “off” year, each program submits an Annual Update to address any changes or updates since their previous program review.

*Step 1:  Data Review and Program Evaluation*

In August of every year, all programs have access to updated, longitudinal information related to student outcomes in their programs through the prior academic year.  Between August and October, programs conducting a full program review evaluate [various disaggregated metrics of performance including student achievement data, learning outcomes assessments and other data](https://canadacollege.edu/programreview/datapackets.php) provided by the Office of Planning, Research & Institutional Effectiveness, to identify areas of strength, areas in need of strategic improvement, as well as areas of inquiry to which research resources might be applied.

*Step 2:  Planning*

After reviewing their program’s past performance (strengths and weaknesses), programs will consider the opportunities (and possible threats) to their programs and create a new, two-year plan with goals and objectives that align with and support the College and District goals and objectives which, in turn, align with and support those of the State Chancellor’s Office.

*Step 3:  Personnel and Resource Requests*

Requests for physical, financial, human, professional development and research resources needed to meet a program’s objectives are also submitted through the program review process. All requests are evaluated in the context of the most recent Program Review, or Annual Update, and for alignment with the appropriate college and district goals, support of student learning outcomes and support of the college’s mission. By integrating resource requests with program review, the College makes strategic investments of its resources in order to achieve its goals through the achievement of program objectives, and ultimately, to improve its ability to meet students’ academic needs. By using data, research, and program review information the College’s various Planning Councils are able to manage institutional quality, maintain effectiveness, and encourage continuous improvement of its academic programs, student and learning support services, and administrative services.  The processes for analyzing and prioritizing resource requests are described on the [PBC Resource Allocation page](https://canadacollege.edu/planningbudgetingcouncil/budget.php).

*Step 4:  Dean or Vice President Review and Feedback*

Each program receives feedback from their Division Dean, Vice President, or the President on their program review which at they can incorporate into their final program review submission. Each Division Dean evaluates all resources requested and prioritizes them for their Division.  Each Administrator works with the Vice President of Administration to try to meet any requests for resources in the current fiscal year. Only high priority items that cannot be addressed in the current year are submitted to the Planning & Budgeting Council.

*Step 5:  Peer Review and Feedback*

The Instructional, Administrative and Student Services Planning Councils review their respective programs’ program review submissions and provide feedback on the content of their program review submissions.

The Academic Senate meets separately to review and prioritize all requests for faculty.

*Step 6:  Resource Prioritization*

Following prioritization at the Division level and Academic Senate, the Planning & Budgeting Council considers high priority items requests for the following fiscal year.  The processes for analyzing and prioritizing resource requests are described on the [PBC Resource Allocation page](https://canadacollege.edu/planningbudgetingcouncil/budget.php).  It sends its recommendations to the President who ultimately decides how to allocate resources in the new budget.  The Vice President of Administration is responsible for consulting with PBC in developing the budget and communicating in a timely manner to administrators, staff and faculty which resource requests have been approved.