



Instructional Program Review Frequently Asked Questions (FAQs)

1) What is program review?

Program review is a data-driven process of assessment, goal setting, and identification of needs, enabling programs to reaffirm their alignment with the District's mission statement, strategic goals, and institutional learning outcomes. The process ultimately impacts College-wide planning, budget development, and resource allocation.

2) Who is required to participate in program review?

Each program designates a lead author and/or work group to complete the program review report during the scheduled program review cycle. The work group consists of members of the program's discipline group. While adjunct faculty are encouraged to participate in program review work groups, full-time faculty assume the role of lead author on the program review report. This position is typically fulfilled by the Discipline Group Chair. **Note: In programs without a full-time faculty member, adjunct faculty who teach in the programs must be consulted.**

3) How frequently must I complete a program review report?

Each instructional program completes a program review report every two years to fulfill accreditation and state mandates.

4) My program doesn't grant awards (degrees or certificates). Do I still need to complete a program review report?

Yes. As specified in AP 4015 (Program Review), "an 'instructional program' is broadly defined to be certificate or associate degree programs or related sets of courses."

5) My program awards multiple degrees/certificates. Do I need to complete a separate program review report for each award?

No. Only one program review report must be completed for each program.

6) Upon final submission, how will I know my program review report has been received?

Upon submission, the lead author will receive an email notification from PRIE verifying receipt of the program review report. In addition, both the lead author and co-contributor(s) will receive a PDF of the complete report.

7) How will my program review report be evaluated?

Completed program review reports are evaluated by a minimum of two members of the Program Review Sub-Committee, using the Instructional Program Review Evaluation Rubric. Committee members assess individual components of the program review report and then designate the overall quality of the document as either "acceptable" or "unacceptable." When a program review report is found "unacceptable," the committee member outlines specific weaknesses in the rubric's comment box. If two or more committee members deem a program review report "unacceptable," the Program Review Committee returns the report to the lead author with instructions for revision and resubmission. At that point, the lead author has three weeks to resubmit the report to the Program Review Committee for re-evaluation. **Please note: Submitting a late or "unacceptable" program review report may jeopardize your program's request for resource allocation.**



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8) Will I receive feedback on my program review report?

Yes. Near the end of spring semester, the completed program reviews and Program Review Committee's full evaluation rubrics are posted to DocuShare, where they are accessible to all members of the campus community. The Office of Instruction and Planning sends a notification to lead authors, regarding the completed evaluations and instructions for accessing program review reports and evaluation documents. Lead authors are encouraged to share Program Review Committee feedback with work group members and those impacted by program review (e.g., discipline group members).

9) The program review report requires Labor Market Information, particularly LMI from CTE LaunchBoard, for Career Technical Education (CTE) programs. Where can I locate this LMI data?

Access CTE LaunchBoard through the Cal-PASS Plus website. If you must use other sources to discuss your programs LMI, you may access the Centers of Excellence (coeccc.net) website or Employment Development Department (EDD) website:
<http://www.labormarketinfo.edd.ca.gov/customers/educators-trainers.html#Pro>

10) How do I determine if student groups in my program are disproportionately represented?

Use the College's Data Dashboards to examine student achievement, student characteristics, and enrollment information data. Then compare the College trend (e.g., enrollment) to your program trend. A *three percentage point gap or greater* provides evidence of disproportionate impact and warrants discussion about unequal access or completion.

11) How do I respond to the Award Information page and the Program Learning Outcomes (PLOs) page within the Program Review Module when my program does not grant awards or develop PLOs?

Programs that are only a related set of courses and do not grant awards (e.g., Economics, Sociology, Chemistry, Biology) are not required to develop PLOs. Thus, you may indicate that these areas are not applicable to your program review report.

12) Will my previous strategic goals appear in my current program review report?

No. In this cycle's module, the prior strategic goals will not import from the prior program review years. You must copy and paste your previous strategic goals and provide a status update for each goal.