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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4021 INSTRUCTIONAL PROGRAM EVALUATION**

**NOTE:** *This procedure has been created to accompany BP 4021 Program Evaluation and reflects local practice. Together, BP and AP 4021 will replace D1160, once adopted and approved.*

Instructional Programs go through the review process every three years. The purpose of program review is to evaluate the overall health of the program and to identify priorities and plans going forward.

Procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Review of data and analysis of student enrollment trends and success rates;
- Review of curriculum offerings;
- Review of the assessment cycle;
- Summary of the overall health;
- Identification of ongoing and new priorities and plans for the next 3-year cycle;
- Consideration of job market and other related information for vocational and occupational programs.

The programs to go through review in a given semester will be identified and notified by the VPAA the semester prior.

At the beginning of the semester in which program review will be started/done, all necessary information for review will be provided to the lead writer (program/department coordinator):

- RPIE will generate enrollment, retention, success, equity (etc.) data and analysis. Note: Programs undergoing review may also request additional data from RPIE; reports ideally will be requested prior to beginning program review though possibly also as follow-up.
- The Curriculum Faculty Co-Chair/Analyst will provide a list of courses/degrees offered by the program.
- The LOAC Coordinator will generate the outcomes assessment table indicating the status of assessment in the department/program.

Faculty lead writers and their deans will meet with the Dean of Research, Planning, and Institutional Effectiveness and the Program Review Faculty Coordinator to get an orientation and overview into the process at the beginning of the semester in which the program will be going through review.

At or immediately after that first meeting (or within the first month of the semester), faculty lead writers will be provided with RPIE, Curriculum, and Outcomes Assessment information about their programs.

The lead writer will review the information provided and share and discuss it with department faculty. Reflections on the information will be written by the lead writer/department coordinator (or shared among department faculty) and discussed with department faculty as a whole.

Department faculty will reflect on and discuss data/analysis about enrollment, retention, success, and equity and ultimately write summative reflections on each data/analysis element. Faculty may also identify additional/follow-up research needs/requests.

Faculty will identify courses/degrees in need of revision, creation, or archival within the next 3 year-cycle.

Faculty will reflect on their assessment cycle and results and identify needs and plans/priorities based on the results of assessment.

Collaboration with the dean should occur (shortly) after the initial faculty review, discussion, and writing have been completed. (Collaboration may occur earlier if desired/approved by the department faculty, but it is often desirable and effective for faculty to have time to reflect and collaborate independently.)

The lead writer/team and dean will collaborate on setting the plans/priorities and identifying potential needs/resources for the following three years and writing the summary for presentation to the public.

The lead writer will submit the final draft to the dean by the deadline.

The dean will do one final review and note any comments and submit the final draft to RPIE and the VPAA by the deadline.

The VPAA will confirm receipt of the finished report and successful completion of program review by the program by emailing the lead writer and dean by the deadline.

The VPAA will present the summary report of each program's review to the BOT.

The following resources are available to lead writers/programs going through the review process:

- RPIE Staff

- The Curriculum Faculty Co-Chair
- The LOAC Coordinator(s)

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**Approved: XX/XX/XX**

*This is a **new** procedure. Replaces D1160*

## Legal Citation for AP 4022

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 2. Approval by the Chancellor  
Article 1. Approval of Credit Educational Programs

5 CCR § 55100

### § 55100. Credit Course Approval.

(a) The governing board of each community college district shall establish policies for, and may approve credit courses pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a).

(b) The chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit courses:

(1) the curriculum committee and district governing board have approved each credit course pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);

(2) the college and/or district promptly reported all credit courses approved by the district governing board pursuant to this section to the Chancellor's Office Curriculum Inventory and Management Information Systems;

(3) college and/or district personnel involved in the credit course approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit courses, including, but not limited to, the provisions of section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);

(4) the district governing board has established local policy or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours consistent with section 55002.5.

(c) The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.

(d) The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer credit courses if he or she determines that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a college and/or district demonstrates compliance with the certification requirements in this section.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

### **HISTORY**

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer of article 2 and section and new subchapter 2 (articles 1-5, sections 55100-55190), article 1 (sections 55100-55130) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
4. Amendment of section heading and section filed 8-3-2016; operative 9-2-2016. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2016, No. 33).
5. Amendment filed 7-20-2017; operative 8-19-2017. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2017, No. 31).