BP 4021   **PROGRAM EVALUATION**

References:
    Education Code Section 78016;
    ACCJC Accreditation Standard I.B

Pursuant to Education Code Sections 70902(b); and 78016; Title 5, Sections 51022, and 55130, the programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to insure quality and currency. To ensure quality and currency, the Superintendent/President, using the District mutual agreement process, shall establish procedures for cyclical program review.

AP 4021   INSTRUCTIONAL PROGRAM EVALUATION

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)