

# Orientation for Participants in Fall 2023 Program Review Process

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## Information Covered:

- Program Review Support Team
- Sections of the Program Review Report Form
- Timeline (including workshops)
- Descriptions of State of the Program (Viability, Stability, Growth)
- Questions

## Participants in Fall 2023 Program Review Process:

Academic Programs	Lead Writer	Supervising Administrator
Administration of Justice	Greg Miraglia	Jerry Dunlap
Career Education	Stan Hitchcock	Doug Marriott
Counseling	Angela Moore	Alex Guerrero
Dance	Kelly McCann	Jerry Dunlap
History	James McGowan	Jerry Dunlap
Library	Amy Catania	Priscilla Mora
Modern Languages	Nicole Carrier	Robert Harris
Physics & Astronomy	Erin Quealy	Chris Farmer
Spanish	Nicole Carrier	Robert Harris
Academic & Student Support Programs		
Library Services	Amy Guan	Priscilla Mora
Student Health Services	Melissa Datu	Robin Darcangelo
Student Life	Omar Peña	Robin Darcangelo

## Program Review Support Team:

Member(s)	Contact for Questions Regarding:	Extension	Email
Robyn Wornall	Program Review Process (General)	X 7192	<a href="mailto:RWornall@napavalley.edu">RWornall@napavalley.edu</a>
Robyn Wornall	Data Analysis	X 7192	<a href="mailto:RWornall@napavalley.edu">RWornall@napavalley.edu</a>
Seth Anderson	Curriculum	X 7788	<a href="mailto:Sethe.Anderson@napavalley.edu">Sethe.Anderson@napavalley.edu</a>
TBC	Learning Outcomes Assessment		

\***Note:** RPIE does not update or redo the data and analysis for programs that do not complete the program review process during the assigned academic term.

## Sections of Program Review Report Form

Section Description	Contents
<p><b>Program Review Report Page</b></p> <p><i>Populated by RPIE</i></p>	<p>Identifies:</p> <ul style="list-style-type: none"> <li>○ Program review year</li> <li>○ Area(s) of study</li> <li>○ Degree(s)/Certificate(s)</li> <li>○ Courses affiliated with the program</li> </ul> <p style="text-align: right;">} From Taxonomy (Academic Affairs)</p>
<p><b>Section I:</b></p> <p><b>Program Data</b></p> <p><i>Data and analysis provided by RPIE</i></p>	<p>A. Demand</p> <ul style="list-style-type: none"> <li>○ Headcount and Enrollment</li> <li>○ Average Class Size (including Number of Section Offerings)</li> <li>○ Fill Rate &amp; Productivity (including FTES, FTEF, Capacity)</li> <li>○ Labor Market Demand (for CTE Programs)</li> </ul> <p>B. Momentum</p> <ul style="list-style-type: none"> <li>○ Retention &amp; Successful Course Completion Rates</li> <li>○ Student Equity (Retention and Successful Course Completion Rates)</li> <li>○ Delivery Mode (Retention and Successful Course Completion Rates)</li> </ul> <p>C. Student Achievement</p> <ul style="list-style-type: none"> <li>○ Program Completion (Awards, Average Time to Completion, provided <math>\geq 10</math> completers)</li> <li>○ Program-Set Standards (Job Placement &amp; Licensure Exam Pass Rates)</li> </ul>
<p><b>Section II:</b></p> <p><b>Curriculum</b></p>	<p>Status and recency of curriculum review among courses affiliated with program</p>
<p><b>Section III:</b></p> <p><b>Learning Outcomes Assessment</b></p>	<p>Status and recency of Learning Outcomes Assessment at course and program levels</p> <p>Summary of findings and actions</p>
<p><b>Section IV:</b></p> <p><b>Program Highlights</b></p>	<p>Describe recent improvements and effective practices within the program, including reporting accomplishments/achievements associated with three-year program-level plan (from first three-year program review cycle)</p>
<p><b>Sections V &amp; VI:</b></p> <p><b>Program Plan &amp; Resources Needed to Implement Program Plan</b></p>	<ul style="list-style-type: none"> <li>○ State of program and rationale</li> <li>○ Three-year plan for program</li> <li>○ Description of current program resources</li> <li>○ Incorporate resource needs into program plan (resources needed to implement each program-level initiative)</li> </ul>
<p><b>Program Review Summary Page</b></p> <p><i>Cover page (completed at end)</i></p>	<p>Outlines:</p> <ul style="list-style-type: none"> <li>○ Major Findings (Strengths, Areas for Improvement, State of the Program)</li> <li>○ Alignment with Institutional Mission, Goals, and Plans</li> <li>○ New Program-Level Objectives/Goals</li> <li>○ Process used to ensure "Inclusive Program Review"</li> </ul>
<p><b>Feedback and Follow-Up Form</b></p> <p><i>To be completed by Supervising Administrator</i></p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>○ Strengths and Successes</li> <li>○ Areas for Concern</li> <li>○ Recommendations for Improvement</li> <li>○ Additional Information Regarding Resources</li> </ul>

# TIMELINE FOR PROGRAMS UNDERGOING PROGRAM REVIEW

## FALL 2023

DATE	PROGRAM REVIEW ACTIVITY	RESPONSIBLE PARTY
Summer 2023	[Complete analysis for fall 2023 programs]	RPIE
Aug 25, Fri 1:00-2:00	<u>Orientation</u> for 9 instructional programs & 3 support services undergoing review	RPIE
Week of Aug 28	Program Review template containing data (for Section I) distributed to Program Coordinators	RPIE
Aug 30, Wed 1:00-2:00	<u>Workshop</u> : Data (Section I) - Requests for additional data due to RPIE	RPIE
Sept 8, Fri 1:00-2:00	<u>Workshop</u> : Curriculum & Learning Outcomes Assessment (Sections II & III)	RPIE
Sept 15, Fri 1:00-2:00	<u>Workshop</u> : Program Highlights, Program Plan, and Resources Needed to Implement Plan (Sections IV-VI)	RPIE
Oct 16, Mon	Share complete draft with faculty and staff affiliated with the program - 2 weeks for review and feedback (Oct 16 - Oct 27)	Program Coordinator
Oct 30, Mon	Forward complete report to Dean for feedback - 2 weeks for review and feedback (Oct 30 - Nov 9)	Program Coordinator
Nov 13, Mon	Complete Feedback Follow-up Form - Forward report (including feedback) to: <ul style="list-style-type: none"> <li>▪ Program Coordinator</li> <li>▪ Vice President of Academic Affairs</li> <li>▪ RPIE</li> </ul> - 3 weeks for review and feedback (Nov 13 – Dec 1, includes Thanksgiving holiday)	Academic Dean
Dec 4, Mon	Notification/completion letters sent to Program Coordinators - Include cc to Dean and RPIE	VPAA
SPRING 2024		
Jan 2024	Post completed fall 2023 reports on website - Collect feedback from fall 2023 participants (via survey)	RPIE
Anticipated Nov 2024	Program Review Forum - Includes wrap-up of Spring 2023 and Fall 2023 cycles	RPIE

## Definitions of Viability, Stability, and Growth for NVC Program Review

<b>State of Program</b>	<b>Definitions</b> (Excerpts from Merriam-Webster Dictionary)	<b>Operational Definition</b>	<b>Evidence</b>
<b>Viability</b>	<ul style="list-style-type: none"> <li>○ the ability to live, grow, and develop</li> <li>○ the ability to function adequately</li> <li>○ the ability to succeed or be sustained</li> <li>○ feasibility</li> </ul>	<p>“Viability” describes a program that is not thriving in its current state.</p>	<ul style="list-style-type: none"> <li>○ Declining demand</li> <li>○ Supply exceeds demand</li> <li>○ Weak alignment of internal offerings and external needs</li> <li>○ Decreased or lack of efficiency</li> <li>○ Low performance and completion</li> </ul>
<b>Stability</b>	<ul style="list-style-type: none"> <li>○ The strength to stand or endure (firmness)</li> <li>○ resistance to external factors or pressures</li> <li>○ soundness</li> <li>○ durability</li> <li>○ reliability</li> </ul>	<p>“Stability” describes a program that is consistently strong and currently thriving.</p>	<ul style="list-style-type: none"> <li>○ Consistent, solid demand</li> <li>○ Supply meets demand</li> <li>○ Established alignment between internal offerings and external needs</li> <li>○ Efficiency</li> <li>○ Maintained or increasing performance and completion</li> </ul>
<b>Growth</b>	<ul style="list-style-type: none"> <li>○ the process of growing</li> <li>○ progressive development (evolution)</li> <li>○ expansion</li> <li>○ improvement</li> <li>○ refinement</li> <li>○ enhancement</li> </ul>	<p>“Growth” describes a program that is currently expanding to meet increased need.</p>	<ul style="list-style-type: none"> <li>○ Consistently increasing demand</li> <li>○ Demand exceeds supply</li> <li>○ Refinement or creation of alignment between internal offerings and anticipated external needs</li> <li>○ Expanded/Consistent efficiency</li> <li>○ High performance and completion</li> </ul>