## **2022-23 Program Review Template**

**Directions for Lead Writers**: Please use this template to complete your Unit’s Program Review for this cycle. Instructions for submitting your completed template at the end of the spring semester will be provided in a few weeks. Click [here](https://docs.google.com/spreadsheets/d/1bt8Dp1-XhO4A37liK3HTo2TkOa-DK2Jm/edit?usp=sharing&ouid=104439725194125047066&rtpof=true&sd=true) to view our Glossary of Terms.

Other Resources:

[Program Review Handbook](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/documents/resources/Program%20Review%20Handbook_22-23%20.pdf)

[Acronym Dictionary](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/documents/resources/Fun%20Acronyms.pdf)

[Resource Link Library](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/documents/resources/Resource%20Link%20Library.xlsx)

[Mesa 2030](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/documents/Mesa2030-Roadmap.pdf)

[Program Review Archives](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/archives.shtml)

**DEI Discussions**: as part of your reflection with your unit, a workgroup has developed a Diversity, Equity, Inclusion, and Accessibility Discussion Guide. Please use this in your unit-level discussions as we move toward becoming more diverse, equitable, inclusive, and accessible through intentional and ongoing campus-wide reflections and revisions of policies and practices.

View the guide [here](https://drive.google.com/file/d/1K_N6mxbc-ZO7q9X9WYDaO28qg2XRwFNB/view?usp=sharing). Have reflections or feedback to share? Click [here](https://forms.office.com/Pages/ResponsePage.aspx?id=MWAMBLs6NUizDJ2IlVtMaZ4hj3xfnNZDjS0cBKR704NUREFVT0xYV1NFMFdQREpYRzE0T0wxV0NNSi4u).

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| Program Information & Executive Summary |
| Prompt | Guidance | Program Response |
| Describe the successes and challenges your unit has faced since the last comprehensive review. |  |  |
| If applicable, describe any major curricular or service changes your unit has engaged in and the impact of those changes since the last comprehensive review. | Optional |  |
| If applicable, describe the impact of any new resources (human, fiscal, etc.) on the unit and/or action plan implementation. | Optional |  |
| Please confirm that the department has reviewed the Course Learning Outcomes listed in CurricuNet for each course and verify accuracy. | Select One | [ ] Reviewed and accurate[ ] Reviewed not accurate, update in progress[ ] Reviewed not accurate, need support |
| Data Reflection |
| Prompt | Guidance | Program Response |
| Describe the trends you see in your program/service area's data. | Instructional Data you may consider: enrollment trends, course & program learning outcomes, Institutional Learning Outcomes, course success and retention rates, degree completion, transfer, employment, labor market analysis, other data relevant to your unit's work |  |
| Service/Admin Area Data you may consider - service usage, service access, demand for services, student service/administrative unit outcomes, types of services offered and used, headcount of services usage, trends in reason for service use, other data relevant to your unit's work |
| Describe any equity gaps you see in these data. Are there differences and/or patterns observed by demographics (e.g. race/ethnicity, gender, age, etc.)? | Equity gaps refer to disparities in educational outcomes and student success metrics across race/ethnicity, socioeconomic status, gender, and other demographic traits and intersectionalities. |  |
| Describe the discussion(s) that took place about the unit's learning outcomes assessment data. | Department Outcomes Coordinators (DOCs) facilitate a department wide discussion on learning outcomes data each year during “Outcomes Across Campus”. DOC’s may helpful in supporting this section. |  |
| Practice Reflection |
| Prompt | Guidance | Program Response |
| Describe current practices your unit has engaged in that you believe impact the above data trends and equity gaps. | Items to consider: new actions specifically focused on issues of equity, major curricular changes, professional learning, policy or process changes, data-informed unit dialogue, community outreach. |  |
| What other factors (internal or external) might also impact the above data trends and equity gaps? | Items to consider: legislative changes, fiscal changes, staffing changes, recruitment, hiring, and retention practices. |  |
| Unit Goals and Action Plans |
| Prompt | Guidance | Program Response |
| Unit Goals  | Goals should connect to Data and Practice Reflections. Goals should be Specific, Measurable, Attainable, Relevant, and Time-bound. | Goal 1:Goal 2:Goal 3: |
| Mesa2030 Roadmap Strategic Objective (SO) Alignment | Review [Mesa2030](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/documents/2021-06-11_Mesa2030_CMP.pdf) and the [Roadmap to Mesa2030](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/documents/Mesa2030-Roadmap.pdf), only link to SO's that your goal clearly and intentionally is meant to contribute to, each goal should link to 1 or more SOs | Goal 1:SO:SO:Goal 2:SO:SO:Goal 3:SO:SO: |
| Identify specific actions your program/service area will engage in to accomplish this goal. | Examples may include: policy or practice changes; unit initiatives, curricular changes, etc. | Goal 11.2.Goal 21.2.Goal 31.2. |
| Does this Action Plan require resources | if yes, complete resource request form | [ ] Yes[ ] No |
| Lead Writer and Manager Information |
| Lead writer Name(s) |  |
| Name of Program/Unit |  |
| Manager Name |  |
| Submission Date of Program Review Draft to Manager for feedback |  |
| Submission Date of Program Review Final Draft to Office of Institutional Effectiveness |  |