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Program Review Handbook

Purpose

The purpose of Program Review is to facilitate the continuous improvement of teaching and learning at Mesa College as we strive to fulfill our Mission as an institution. Each institutional unit assesses the effectiveness, currency, and viability of their area with an intentional focus on equity and excellence. Program review provides an opportunity for each institutional unit to collect and reflect on data, identify opportunities for improvement, plan ahead, and request resources. Program review is designed to fulfill the following objectives:

- Align unit level planning with Campus planning, specifically with Mesa2030 and the Roadmap to Mesa2030.
- Enhance institutional effectiveness and excellence.
- Ensure systematic and campus wide focus on equity, with specific focus on racial equity.
- Provide clear, data-informed rationale for budgeting and resource allocation decisions.
- Facilitate innovation within institutional units.
- Cultivate a culture of inquiry that extends across campus constituencies.
- Fulfill the requirements of the Accrediting Commission for Community and Junior Colleges (ACCJC).

ACCJC Standards related to Program Review

I.B.5 The *institution assesses accomplishment of its mission through program review* and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.

I.B.9 The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates *program review, planning, and resource allocation* into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.

II.A.2 Faculty, including full time, part time, and adjunct faculty, regularly engage in ensuring that the content and methods of instruction meet generally accepted academic and professional standards and expectations. In exercising collective ownership over the design and improvement of the learning experience, *faculty conduct systematic and inclusive program review, using student achievement data,* in order to continuously improve instructional

courses and programs, thereby ensuring program currency, improving teaching and learning strategies, and promoting student success

II.B.16 ***The institution regularly evaluates and improves the quality and currency of all instructional programs*** offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.

II.C.1 ***The institution regularly evaluates the quality of student support services*** and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15)

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Program Review within Integrated Planning

Program review is part of a larger Integrated Planning Cycle that occurs at the college. Below is an overview of the Integrated Planning Cycle which begins with our institutional Mission and includes long-term Planning (Mesa2030), strategic planning (Roadmap to Mesa2030) and annual planning (Program Review and Resource Allocation). The full Governance Handbook with details
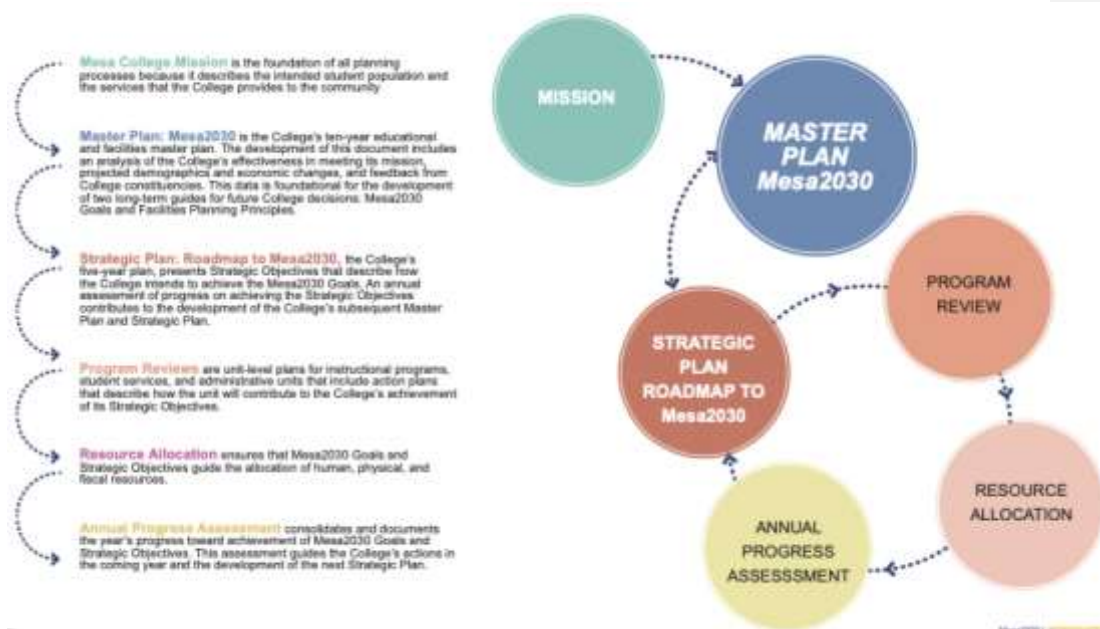

regarding each component of our integrated Planning model can be found here.

Program Review Process and Cycle

At Mesa College, Program Review, including Unit Reflections and resource requests, occurs annually.   In the first year of the 4-year cycle, every institutional unit completes a Unit Reflection that identifies Unit Goals and Action Plans for the upcoming years. In each subsequent year, units complete an annual update to reflect on progress toward their goals, implementation of their actions plans, and request any resources needed to continue their work. As a campus we follow the annual cycle below. The cycle begins each August and concludes each July. This process is led by a steering committee.
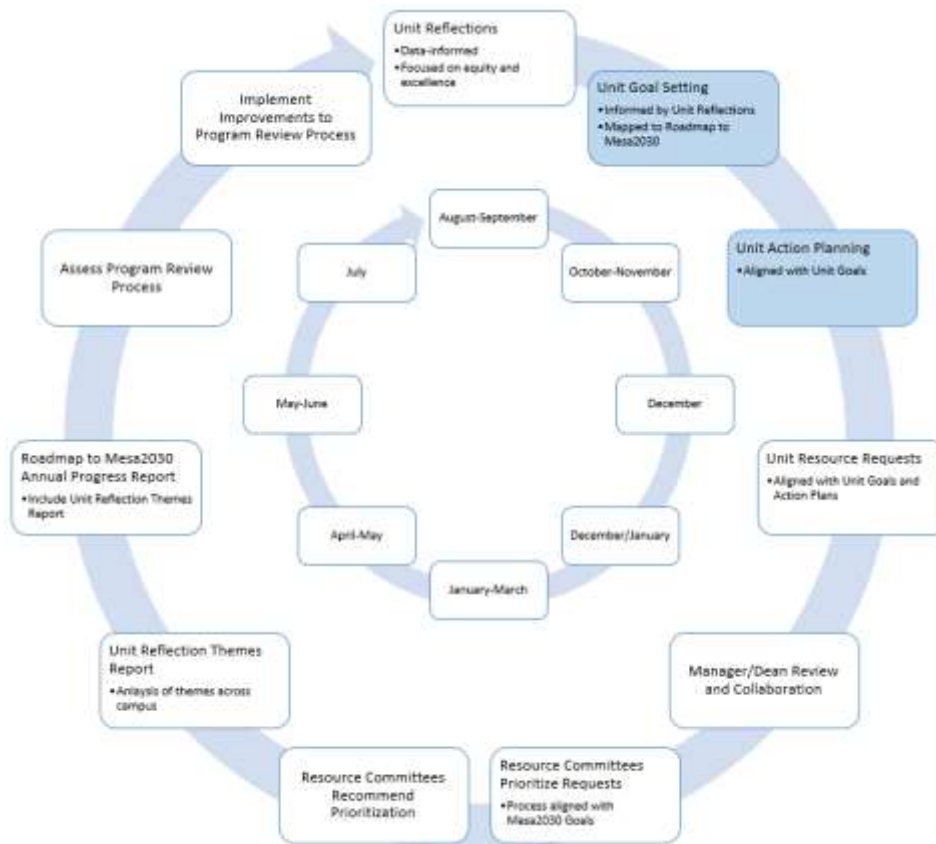
Note 1: The items shaded in blue are completed in the first year of the cycle and updated in each subsequent year.

Note 2: The cycle may be adjusted in order to respond effectively to unforeseen circumstances

Program Review Steering Committee

The Program Review Steering Committee comprises faculty, classified professionals, administrators, and representatives from committees critical to the integrated planning process at Mesa College. Each representative is appointed by their respective participatory governance body or committee. The purpose of the Committee is to oversee the program review process at Mesa College and to provide the framework, context, and support necessary for its successful completion. A key responsibility of the Program Review Steering Committee is to collaborate with lead writers to strengthen the program review document for subsequent college-wide planning and resource allocation decisions. To this end, the Committee works closely with the Planning and Institutional Effectiveness Committee to assure alignment with their needs and practices. Using the ACCJC rubric, the Program Review Steering Committee strives for continuous quality improvement through annual assessment of its process as well as its training sessions and support materials.

Charge

The Program Review Steering Committee has the following responsibilities:

1. Create, review, modify as needed, and disseminate the Program Review Handbook.
2. Establish and publish timelines for the program review process including dates related to the integrated planning process such as FHP, CHP, and BARC timelines and budget deadlines.
3. Provide training workshops to support the campus community in completing a meaningful assessment of their program.
4. Serve as liaisons to new lead writers
5. Prepare a year-end report to be presented to the President's Cabinet as part of the Annual Progress Report connected to the Roadmap to Mesa2030 Strategic Plan.
6. Assess the program review process annually and set process improvement goals for the following year.

Membership

The Program Review Steering Committee meets on the first Friday of each month from 1-2:30pm. The membership includes the following representatives:

Co-Chairs (from committee membership and representing Faculty, Admin, & Classified)
*proposal - 1 Admin, 1 Classified, 2 Faculty (1 faculty is appointed as Joint PR/OA Coordinator, 1 faculty sits on exec)

- Dean of Institutional Effectiveness
- Admin Services Rep
- Student Services Rep

- Instructional Rep

Faculty Representatives (12)
- 1 from each school (11)
- 1 CTE Faculty

Administrative Representatives (4)
- Dean of Institutional Effectiveness
- Instruction
- Student Services
- Administrative Services

Classified Representatives (4)

Constituency Group Representation (3)
- Academic Senate
- Classified Senate
- Associated Students

Curriculum Representative (1)

Faculty Hiring Prioritization Committee Representative (1)

Classified Hiring Prioritization Committee Representative (1)
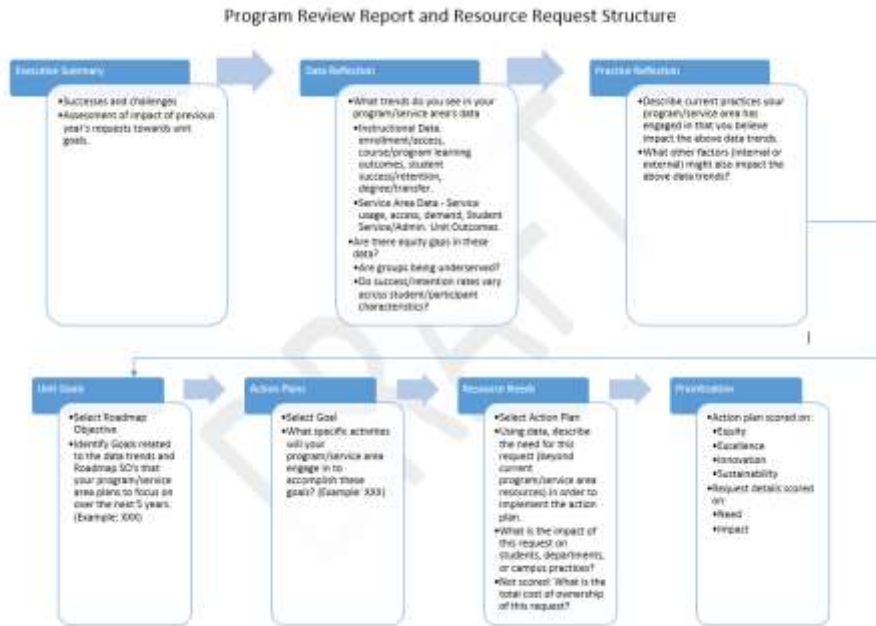
Budget Allocation Recommendation Committee Representative (1)

Strong Workforce Committee Representative (1)

28 total members

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Report and Request Structure

Program Review Report and Resource Request Structure

Resource Prioritization Rubrics

Draft Rubric for Prioritization

Area	5	4	3	2	1	0
Review and Score the Action Plan on the following criteria (Total possible 20 points)						
Equity	Action plan will support parity in outcomes across racial/ethnic student groups and any other historically minoritized groups, foster a culture of success, and/or improve our ability to pursue equity through principles of inquiry and development of equity-minded systems.					
Excellence	Action Plan intentionally supports academic excellence, completion efforts (Course success, degree, certificate, transfer, etc.), and/or institutional improvement.					
Innovation	Action Plan includes innovation around programs, services, campus policies/practices					
Sustainability	Action Plan clearly demonstrates a commitment to sustainability, stewardship of resources (physical, fiscal, and human), climate action, or environmental justice.					
Review and score the Request responses on the following criteria (Total Possible 10 points)						
Impact	Request has significant impact to campus practices, impacts a large proportion of students or departments, or has the potential to significantly reduce equity gaps.					
Need	Request clearly identifies the need for the requested resource(s) beyond what currently exists within the unit. Need is demonstrated with data.					
Bonus: Cross functional/Interdisciplinary	Request will be connected to processes/practices in multiple departments/units on campus					

Program Review Report Structure

The Program Review Unit Reflections will follow the outline below.

- ➔ Summary
  - ◆ Please share a summary of the highlights, successes, and challenges for your unit.
- ➔ Unit Reflections
  - ◆ Data Reflection - Equity and Excellence
    - What trends do you see in your program/unit's data regarding access, retention, success, and/or outcomes assessment related to your unit?
    - Are there equity gaps in these data? Across race/ethnicity? Other characteristics? Modality?
  - ◆ Reflection of practices
    - Describe current practices (e.g. modality changes, curricular changes, professional learning) your unit has engaged in that you believe impact the above data trends and equity gaps?
    - What other factors might also impact the above data trends and equity gaps?
- ➔ Goals

Commented [1]: modified to include outcomes...thoughts?

Commented [2R1]: @Erabinovich@sdccd.edu

Commented [3R1]: @amccomb@sdccd.edu

Commented [4R1]: @sking@sdccd.edu

Commented [5R1]: I like the idea to include outcomes

- ◆ Identify Goals related to the data trends and equity gaps identified that your unit plans to focus on over the next 5 years.
    - ◆ Map to Roadmap Strategic Objectives
- ➔ Action Plans
    - ◆ What specific activities, tasks, changes will your unit engage in to accomplish these goals?
- ➔ Resource Needs

    Draft for Global questions:

    Commented [6]: Add question about innovation?

    - ◆ What is your request?
    - ◆ Which Unit Action plan does this request support?
    - ◆ Which Roadmap Objective does it align to?

    Commented [7]: Programmed into the technology

    - ◆ Explicitly identify the ways this request will support the college's commitment to equity and excellence?
    - ◆ Explicitly identify the ways this request will support the college's commitment to innovation?
    - ◆ Describe the impact of this request. (How many students will be impacted directly or indirectly? How will this impact the global infrastructure of the campus?)
- ➔ Resource Committees prioritize requests
    - ◆ Rubrics tied to Mesa2030 goals

Appendix/Links

[Mesa2030](#)

[Roadmap to Mesa2030](#)

[Roadmap to Mesa 2030 Implementation](#)

[Program Review website](#)

[Governance Handbook](#)

[Program Review Steering Committee](#)

[Program Review Trainings and Resources](#)

[ACCJC resources](#)

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Integrated Planning Calendar

Multi-year planning calendar

Taskstream

Request portal

Program Review Archives