



# ACADEMIC ANNUAL PROGRAM REVIEW

(AY23 CYCLE; REVIEW OF AY21-22)

## INTRODUCTION/INSTRUCTIONS

The Program Review Committee (PRC) supports and advances the College mission, vision, and values by enhancing the connection between program planning and resource allocation, analyzing student learning and other measurable outcomes appropriate to each program. All programs of the academic disciplines, Student Services, Business Services, and Administrative Services complete annual or multiyear reviews. Program Review **PREPARERS** should provide enough information so that **REVIEWERS** can:

1. understand the work you do and its connection to the College mission and goals, and
2. evaluate your program outcomes and the quality of your planning and program improvement efforts.

For the purposes of Program Review, a “program,” includes academic disciplines, Student Services, Business Services, and Administrative Services.

**NOTES on using this form:** Right now, under the “File” tab, use “Save As” to rename the template and save it to your program’s folder in Teams. In the file name, use your **program name** and identify whether the review is an **annual or a comprehensive** (multi-year). **Examples:** Sociology\_Annual.doc; EAC\_Comp.doc; Economics\_Multi.doc.

If you are submitting a **Resource Request**, NOTE you will need to scroll to the **END** of the document to access the form.

## PROGRAM & PREPARERS

<b>Program Name</b>
<b>Preparer Names</b>

## REVIEW TEAM

<b>Review Team Member Names</b>

## DEAN APPROVAL

<b>Dean</b>	<b>Date</b>

## PROGRAM DESCRIPTION

**Describe the purpose of your program.**

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Describe alignment with the [College mission, vision, guiding principles](#) and with the goals of the [Educational Master Plan \(EMP\)](#) and/or [Strategic Plan](#).

Describe any significant changes that occurred last year (e.g., retirements, new hires, funding/resource changes, new services/courses/programs).

List your program's degrees, certificates, gateway courses, and/or services (as applicable).

#### PROGRAM DESCRIPTION – ACADEMIC ADDENDUM

# full-time faculty	# part-time faculty	# of classified professionals who directly support your program

#### REVIEWER'S COMMENTS ON PROGRAM DESCRIPTION *(TO BE COMPLETED BY REVIEWER)*

#### OUTCOMES – ACADEMIC

##### COURSE LEVEL STUDENT LEARNING OUTCOMES (CSLOS)

Describe when and how substantive and collegial discussion of your CSLO data took place.

Explain the results of your discussion, including how the discussion informs your program objectives, actions steps, and resource requests.

Copy and paste evidence of your discussions such as department meeting notes and agendas.

##### PROGRAM LEVEL STUDENT LEARNING OUTCOMES (PSLOS)

Describe when and how substantive and collegial discussion of your PSLO data took place.

Explain the results of your discussion, including how the discussion informs your program objectives, actions steps, and resource requests.

Copy and paste evidence of your discussions such as department meeting notes and agendas.

#### REVIEWER'S COMMENTS ON OUTCOMES *(TO BE COMPLETED BY REVIEWER)*

## KEY INDICATORS – ACADEMIC

[Click here](#) to review and analyze the data on Enrollment, Productivity, Retention, and Success.

### ENROLLMENT

**Has your enrollment increased, decreased or remained relatively stable?** (For the reviewers' benefit, include reference to the data found in your Tableau dashboards that support your answer)

**Do you notice any changes, trends, or patterns related to mode of instruction, ethnicity, age or gender?**

**What is your assessment of these changes, trends, or patterns?**

### PRODUCTIVITY

**Has your productivity increased, decreased or remained relatively stable?** (For the reviewers' benefit, include reference to the data found in your Tableau dashboards that support your answer)

**What is your assessment of this trend?**

### RETENTION

**Have your retention rates increased, decreased, or remained relatively stable?** (For the reviewers' benefit, include reference to the data found in your Tableau dashboards that support your answer)

**Do you notice any changes, trends, or patterns related to mode of instruction, ethnicity, age or gender?**

**What is your assessment of these changes, trends, or patterns?**

**Considering the demographic characteristics of your enrolled students (e.g., ethnicity, age, gender), is the retention rate for each demographic category similar to the proportion of students enrolled? (e.g., if 55% of your students are female, do they also make up 55% of the total number of students retained?) Cite the relevant data in the response box below.**

### SUCCESS

**Have your success rates increased, decreased, or remained relatively stable?** (For the reviewers' benefit, include reference to the data found in your Tableau dashboards that support your answer)

**Do you notice any changes, trends, or patterns related to mode of instruction, ethnicity, age or gender?**

**What is your assessment of these changes, trends, or patterns?**

**Considering the demographic characteristics of your enrolled students (e.g., ethnicity, age, gender), is the success rate for each demographic category similar to the proportion of students enrolled? (e.g., if 55% of your students are**

female, do they also make up 55% of the total number of students who succeeded?) Cite the relevant data in the response box below.

#### REVIEWER'S COMMENTS ON KEY INDICATORS *(TO BE COMPLETED BY REVIEWER)*

#### CONCLUSION

**(OPTIONAL)** Preparer's additional comments. Provide any additional information you want to highlight.

#### CONCLUSION – ACADEMIC ADDENDUM *(SECTION TO BE COMPLETED BY REVIEWER)*

**Does the program need an improvement plan?**

**Should the program be reviewed for discontinuance?**

#### REVIEWER'S COMMENTS ON CONCLUSION *(SECTION TO BE COMPLETED BY REVIEWER)*

**Report Quality:** Does the report provide sufficient detail to form an accurate assessment of the program's strengths, challenges, and plans? Please explain.

**Highlights:** What is the program doing exceptionally well?

**Suggestions:** What might need to change to improve the program?

**Rating:** Please rate the status and performance of this program with one of the following responses: (Exemplary, Good, Fair, Needs Improvement)

## RESOURCE REQUEST

Use the link below to complete the online Resource Request form.

Please **NOTE:**

- You will need to submit **ONE form for EACH item** you request. Use the link for each request.
- **Your Dean/Manager should give you prior approval for each request you submit.** Do not submit any requests until you have discussed your needs with your manager and they have given you approval to submit a request for each of your items. All managers will review the final list of submitted requests before any requests are forwarded for review and prioritization.

[Click here for the online Resource Request Form](#)