



Program Review Process

1. Program(s) to be reviewed identified. This should be a collaboration of faculty, the Program Review Committee Chair, the Associate Deans, and the VPI.
2. Faculty and Associate Deans of selected program(s) should build an internal team to assist with the collection of data as deemed fit. It is encouraged to have at least one full-time instructor, one adjunct instructor and the Associate Dean involved.
3. By the second week of the semester, the attached Academic Program Review form is distributed to the Faculty and Associate Deans of the program(s) being reviewed.
4. The internal program team will collaborate to complete the program review form. Some collaboration with the Office of Institutional Research and Planning is required for data.
 - a. Possible data
 - i. **Course level data**
 1. Modality
 2. Length of course
 3. Day of week and time
 4. How many students enrolled at onset
 5. (DE) How many students retained past census date
 6. (DE) How many students dropped before census date
 7. How many students completed (disaggregated for marginalized groups)
 8. How many students passed (disaggregated for marginalized groups)
 9. Number of drops/when students drop
 10. Number of students who never show, logged in
 11. Students who log in to Canvas, but never complete any work (not engaged)
 - ii. **Program level data**
 1. How long to get through a certificate (enrollment to completion)
 2. Program retention: When do students stop and give up?
 3. Program completion rate.
 4. Are students in cohorts?
 5. Are there prerequisites?



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5. The form will be returned to the Program Review Committee in the sixth week of the semester. The information should be provided in written paragraph form for each question.
6. The Program Review Committee will review the information of the form
 - a. The Curriculum Chair/Program Review Chair will pay particular attention to the CORs of each class in the program. (Coding, resources, texts, etc.)
 - i. Are texts current?
 - ii. Are resources current?
 - iii. Is coding correct?
 - iv. Any fees associated?
 - b. The SLO Coordinator will pay particular attention the SLOs of each class in the program. (comparing to SLO reported data to ensure we are measuring the SLOs effectively)
 - i. Are any SLOs historically not being recorded?
 - ii. Rate of recording each SLO
 - c. The DE Chair will pay particular attention to the DE Addenda for each class in the program. (ensuring compliance)
 - i. Is the DE addenda complete?
 - ii. Did the Instructor use the DE Mid Term Survey?
7. The Program Review Committee will make observations/recommendations back to programs by the tenth week of the semester.
8. Any response to the observations/recommendations would come back to the Program Review Committee by the twelfth week of the semester.
9. The completed reviews will be delivered to the Academic Senate and President's Cabinet at the next available meeting. The reviews will also be made available to the WASC team.