

Program Review Reader's Guide

Instructional Program Review

Section 1.0 – Mission and Goals

Overriding Question 1: How does your program contribute to the mission of the college?

Overriding Question 2: How does your program contribute to the vision, core values, and goals of the college?

Criteria	Notes
<input type="checkbox"/> 3= Connection made to mission, vision, selected core values, and all college goals. <input type="checkbox"/> 2= Connection made to mission, aspects of vision, selected core values, and at least one college goal. <input type="checkbox"/> 1= Connection made to mission, and selected portions of vision, core values or college goals. <input type="checkbox"/> 0= Anything less than described above.	

Sections 2.1-2.3 – KPI and Peer Institution Data

Criteria	Notes
<input type="checkbox"/> 3 Five year annual data listed in Section 2.1, four peer institutions with at least 3 years of fall data listed in Section 2.2, five year annual findings listed in Section 2.3 <input type="checkbox"/> 2= Less than five year annual data listed in Section 2.1, four peer institutions with at least 3 years of fall data listed in Section 2.2, less than five year annual findings listed in Section 2.3 <input type="checkbox"/> 1= Any one of the Sections 2.1, 2.2, 2.3 missing data <input type="checkbox"/> 0 = Anything less than described above.	

Sections 2.4-2.6 Program Effectiveness

Criteria	Notes
<input type="checkbox"/> 3= Comprehensive analysis of all sub-sections with direct ties to data. <input type="checkbox"/> 2= Adequate analysis of all sub-sections with marginal ties to data. <input type="checkbox"/> 1= Inadequate analysis of all sub-sections with little tie to data. <input type="checkbox"/> 0 = Anything less than described above.	

Sections 3.0– SWOC

Overriding Question: Based on analysis of data and trends in your area, what do you see as the strengths, weaknesses, opportunities and challenges for your program?

Criteria	Notes
<input type="checkbox"/> 3= Comprehensive analysis of SWOC with direct ties to data.	
<input type="checkbox"/> 2= Adequate analysis of SWOC with marginal ties to data.	
<input type="checkbox"/> 1= Inadequate analysis of SWOC with little tie to data.	
<input type="checkbox"/> 0 = Anything less than described above.	

Section 4.0 – PSLO/ISLO Assessments

Overriding Question 1: What have you identified as your program learning outcomes, and how are they assessed?

Overriding Question 2: What improvements have been made based on those assessments?

Criteria	Notes
<input type="checkbox"/> 3= PSLOs/ISLOs identified, assessed, and improvements made.	
<input type="checkbox"/> 2= PSLOs/ISLOs identified and assessed.	
<input type="checkbox"/> 1= PSLOs/ISLOs identified.	
<input type="checkbox"/> 0= Anything less than described above.	

Section 5.0 – Evaluation of Progress Toward Previous Goals

Overriding Question: Reflecting on previous program goals, how well do you believe you have achieved each of them?

Criteria	Notes
<input type="checkbox"/> 3= Previous goals listed, level of success described, resources addressed.	
<input type="checkbox"/> 2= Previous goals listed but level of success and resources vague or incomplete.	
<input type="checkbox"/> 1= Only previous goals listed without any discussion of level of success or resources used.	
<input type="checkbox"/> 0= Anything less than described above.	

Section 6.0 – Strategic Action Plans

Overriding Question: Based on the information you have provided in your self-study, what are your short term plans?

SAP #1

Criteria	Notes
<p><input type="checkbox"/>3= Detailed description of plan; link to college goals & objectives; clear timeframe and identified responsible person. Outcomes are measurable and assessable. Where applicable, resource requests complete.</p> <p><input type="checkbox"/>2= Limited description of plan; link to college goals & objectives; unclear timeframe and/or unidentified responsible person. Outcomes are measurable but not clearly assessable. Where applicable, resource requests complete.</p> <p><input type="checkbox"/>1= Lacks description of plan; no link to college & objective; no timeframe provided and/or unidentified responsible person. Outcomes are not listed or not measurable. Where applicable, resource requests are incomplete.</p> <p><input type="checkbox"/>0= Anything less than described above.</p>	

SAP #1

Recommend

Not Recommend

SAP #2

Criteria	Notes
<p><input type="checkbox"/>3= Detailed description of plan; link to college goals & objectives; clear timeframe and identified responsible person. Outcomes are measurable and assessable.</p> <p><input type="checkbox"/>2= Limited description of plan; link to college goals & objectives; unclear timeframe and/or unidentified responsible person. Outcomes are measurable but not clearly assessable.</p> <p><input type="checkbox"/>1= Lacks description of plan; no link to college & objective; no timeframe provided and/or unidentified responsible person. Outcomes are not listed or not measurable.</p> <p><input type="checkbox"/>0= Anything less than described above.</p>	

SAP #2

Recommend

Not Recommend

Note: Duplicate tables above if space is needed for additional SAP's

Section 7.0 – Long Term Plans

Overriding Question: Based on the information you have provided in your self-study, what are your long term plans?

Criteria	Notes
<input type="checkbox"/> 3= Detailed description of plan with connection to future trends and challenges.	
<input type="checkbox"/> 2= Description of plan provided but lacks connection to future trends and challenges.	
<input type="checkbox"/> 1= Incomplete description of plan with no connection to future trends and challenges.	
<input type="checkbox"/> 0= Anything less than described above.	

Section 8.0 – Self-Study Summary

Overriding Question: After having conducted your program review, what do you see as the key elements that would provide the reader an accurate and concise overview of this self-study?

Criteria	Notes
<input type="checkbox"/> 3= Thoughtful overview of key segments of the self-study. No new information introduced.	
<input type="checkbox"/> 2= Simple rephrasing of the self-study, no new information introduced.	
<input type="checkbox"/> 1= Summary exists but does not address segments of self-study. New information was introduced.	
<input type="checkbox"/> 0= Anything less than described above.	