

**EDUCATIONAL PROGRAM REVIEW**

The Board of Trustees recognizes that continual analysis and evaluation are essential components of an institution's planning and development program. The institution's vitality lies, in part, in its ability to consistently monitor and improve its programs and to distinguish between successful and less successful programs. To this end, the Board directs the Administration, in consultation with the Academic Senate, to establish a procedure whereby all academic and student service programs will undergo review as part of a regular and continual institutional evaluation. This Program Review will have as its basic component a process for gathering, analyzing, and reporting data about courses and programs.

Title V 51022

Adopted by Board of Trustees: July 16, 1984  
Amended: November 4, 1991

## **PROCESS FOR PROGRAM REVIEW**

*[Throughout this document, when actions by a "program" are indicated, the term "program" is intended to refer to the faculty, staff, and administrators of the discipline, department, division, or other administrative unit responsible for the program area, following the appropriate consultation procedures established by the unit. When a program is offered at more than one site, faculty and staff from all affected sites will be appropriately involved in the program review process.]*

The purpose of program review is to assist in the continuous maintenance, strengthening, and improvement of all academic and student service programs. The process is designed to provide a meaningful evaluation from which vital information can be derived for the benefit of student learning outcomes. The faculty shall play a central role in the program review process, and it is their responsibility to develop and implement the policies and procedures of the program review process. It is not the purpose of program review to provide a mechanism or justification for program elimination.

### **Program Review Committee**

The program review process is overseen by the Program Review Committee, which is co-chaired by the Vice President for Academic Affairs and the Associate Vice President for Student Learning Support Services. Members serve staggered, two-year terms. Committee membership includes the following:

- One faculty member from each division, appointed by the Academic Senate copresidents and confirmed by the Academic Senate;
- One faculty member from the Mendocino Coast Center, appointed by the Academic Senate copresidents and confirmed by the Academic Senate;
- One faculty member from the Del Norte Center, appointed by the Academic Senate copresidents and confirmed by the Academic Senate;
- One student services representative, appointed by the Associate Vice President for Student Learning Support Services (If the representative is a faculty member, his/her appointment must be confirmed by the Academic Senate.);
- One representative from the classified managers, classified staff, or classified confidential staff, appointed by the college president or his/her designee; and
- One student representative, to be appointed by the Program Review Committee.

The Program Review Committee is responsible for the following:

- The sequence and notification of individual program reviews;
- The format for program reviews, to include an evaluation of (1) program goals and purpose, (2) program description, (3) program effectiveness, (4) recommendations and planning for program improvement, and (5) actions taken since the last program review;
- Identifying, requesting, and providing the appropriate institutional research data for the programs being reviewed;
- The calendar of program review activities;

- The review and response to program review reports; and
- Forwarding the Program Review Committee Report to the Academic Senate and the college president.

## **Program Identification**

Programs are defined as either a certificate or degree program, a coherent educational experience, or a specific academic area. In all cases the program is coherent enough that its goals and purposes can be defined and its effectiveness evaluated. For the purpose of program review, the specific programs will be identified by the Program Review Committee and approved by the Academic Senate.

## **Procedures**

All instructional and student service programs will be reviewed at least once every six years. Twenty percent of all programs will be reviewed each year, over a five-year rotation period. During the sixth year, which will coincide with the accreditation self-study, programs will usually not be reviewed. The order in which programs will be reviewed will be determined by the Program Review Committee, in consultation with the division administrators and the Academic Senate. Programs may be reviewed more frequently if recommended by the division administrator and the program faculty and if approved by the Program Review Committee.

The program being reviewed conducts a self-study, prepares a program review report, and presents its report to the Program Review Committee. The Program Review Committee reviews the program review report and institutional data relative to the program, prepares a committee report in response, and forwards its report to the program being reviewed. The program may prepare a response and forward it to the Program Review Committee.

## Timetable

Annual program review activities begin with the initiation of self-studies in September and end with submission of the final report to the Board of Trustees the following July.

Approved: June 6, 1994

Revised: 10/9/95; 4/6/98; 4/5/04