

# De Anza College

## Program Review Process

### 2010

The purpose of the program review process is to provide a means to continuously improve each program and to help each program achieve its goals and the goals of the college mission and strategic initiatives.

#### *Instructional Planning Process*

Each academic program will write a comprehensive (mega) program review every 6 years. Each academic program will complete a program review update form every year between the comprehensive (mega) program reviews. The program reviews (or updates) will be collected by the division deans and with division reports will submit them to the Instructional Planning & Budget Team (IPBT). IPBT will evaluate the effectiveness of its program review process and forms annually which may result in changes to the process and/or forms.

The IPBT will read each of the program reviews or updates in teams of 2 or 3. The IPBT teams will report their findings to the rest of IPBT. The programs will be evaluated by the IPBT through a process of meetings with program faculty and administrators to obtain additional information about their programs. Discussions may include suggestions regarding Instructional Planning.

The IPBT will conduct a similar process for the comprehensive (Mega) program reviews. Criteria for evaluation of the larger reports will be further delineated as the SLOAC Program Assessment model is developed in conjunction with the Academic Senate. It will be approved by the involved shared governance bodies.

#### *Resource Allocation Process*

If requests for resources cannot be funded through the division's existing budget/resources, the request may be added to the list of considerations in the planning & budget process.

#### *Descriptions of Program Review Form*

##### Comprehensive (Mega) Program Reviews

The comprehensive (mega) program review document may include

- data (provided by institutional research) of enrollment, FTEF<sup>(1)</sup>, equity gap<sup>(2)</sup>, success rates and retention rates for targeted populations<sup>(3)</sup> and all students enrolled in the program
- program description & goals
- how the program satisfies the college's mission and strategic initiatives
- program's strengths
- program's weaknesses
- program's student learning outcome (SLO) assessment cycle results
- plans for improving success, retention, equity, SLOs

## Annual Program Review Updates

The annual program review updates (in the years NOT completing a comprehensive review) will include:

- data (provided by institutional research) of enrollment, FTEF<sup>(1)</sup>, equity gap<sup>(2)</sup>, success rates and retention rates for targeted populations<sup>(3)</sup> and all students enrolled in the program
- status of the program improvement plans since the previous program review (comprehensive or update)
- new SLO assessment reflections and enhancements
- new plans for improvement
- analysis, reflection, justification for new plans

<sup>(1)</sup>FTEF: Full-Time Equivalent Faculty

<sup>(2)</sup>Equity Gap: The difference between the success rates of targeted populations and the rest of the students

<sup>(3)</sup>Targeted Populations: Hispanic, Black, Filipino

Timeline (see chart on the last page for a graphical representation)

### Fall

- Programs: Review recommendations (made by departments and/or IPBT), and respond as appropriate
- IPBT:
  - Discuss program reviews with program faculty
  - Provide feedback to programs based on reviews
  - Make recommendations regarding resources to College Council (see Decision-Making Chart at [http://www.deanza.edu/gov/Shared\\_Governance\\_chart\\_.pdf](http://www.deanza.edu/gov/Shared_Governance_chart_.pdf))

### Winter:

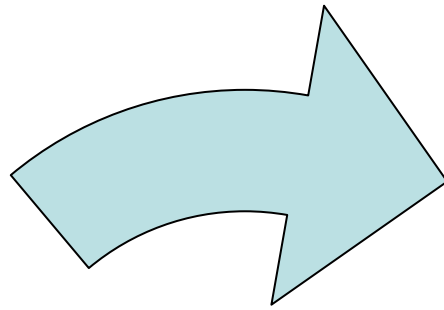
- Programs: Review recommendations (made by departments and/or IPBT), and respond as appropriate
- IPBT:
  - Review the program review process and forms
  - Update the program review forms as necessary

### Spring

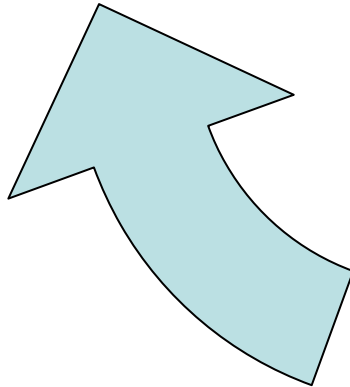
- Programs:
  - Review recommendations (made by departments and/or IPBT), and respond as appropriate
  - Write program reviews (comprehensive or update)
- IPBT:
  - Read & evaluate program reviews
  - Develop questions for programs based on program reviews (for discussions in the fall)

**SPRING**  
Read and evaluate  
program reviews or  
annual updates

Teams develop  
questions for program  
faculty



**FALL**  
**Discuss with faculty**  
**Provide feedback to**  
**programs**  
**Recommend resource**  
**needs to College**  
**Council**



**WINTER**  
**Evaluate and update**  
**program review process**  
**& forms**

