



# **Program Planning and Assessment**

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# What is Program Review?

A program review is a comprehensive evaluation of a program, service area, or administrative area to assess its effectiveness, identify areas for improvement, and align it with the institution's mission and strategic goals.

The purpose of program review is to assess program effectiveness, identify areas in need of improvement, inform planning and resource allocation, and support continuous improvement.

Program review typically involves the following:

- a self-study by area faculty and staff;
- an internal peer and administrative review process; and
- an action plan outlining steps to improve the program.

# Four-year process

**Year 1: Foundational Year**

**Year 2: Success and Service Utilization**

**Year 3: Program Completion and Service Effectiveness**

**Year 4: Comprehensive Review**

- Impact analyses
- Post-graduation outcomes
- Value assessments

# Year 1

Instructional PPA	Service Area PPA
Year 1	
Program Foundation <ul style="list-style-type: none"> <li>• Program description</li> <li>• Staffing resources</li> <li>• Facilities, equipment, and technology</li> <li>• Program learning outcomes</li> <li>• Advisory committees (CTE)</li> </ul>	Service Area Foundation <ul style="list-style-type: none"> <li>• Service description</li> <li>• Staffing resources</li> <li>• Facilities, equipment, and technology</li> <li>• Service area outcomes</li> <li>• Advisory committees (if applicable)</li> </ul>
SLO/SAO/AUO Assessments	
Annual action plan review	
Administrative summary reports	
Executive review	

# Year 2

Instructional PPA	Service Area PPA
Year 2	
<p>Student Success Data</p> <ul style="list-style-type: none"> <li>• Course enrollment analysis</li> <li>• Course success/retention rates by student demographics</li> <li>• Course success/retention rates by modality</li> <li>• Course success/retention rates by location</li> <li>• Student learning outcome assessment reflections</li> </ul>	<p>Service Usage Data</p> <ul style="list-style-type: none"> <li>• Service usage analysis</li> <li>• Service usage by user demographics</li> <li>• Service usage by modality</li> <li>• Service usage by location</li> <li>• Service area outcome assessment reflections</li> </ul>
SLO/SAO/AUO Assessments	
Annual action plan review	
Administrative summary reports	
Executive review and AUO assessment reflections	

# Year 3

Instructional PPA	Service Area PPA
Year 3	
Program Completion <ul style="list-style-type: none"> <li>• Award completion</li> <li>• Time to completion</li> <li>• Units accumulated</li> <li>• Completion barriers</li> </ul>	Service Outcomes <ul style="list-style-type: none"> <li>• Satisfaction with services</li> <li>• Service efficiency</li> <li>• Impact of services on student success and completion</li> </ul>
SLO/SAO/AUO Assessments	
Annual action plan review	
Administrative summary reports	
Executive review	

# Year 4

Instructional PPA		Service Area PPA	
Year 4			
Summative Program Assessment and Action Plans <ul style="list-style-type: none"><li>• Student learning outcome/program learning outcomes assessment reflections</li><li>• Post-graduation outcomes (transfer, job placement, wage earnings)</li><li>• Resource utilization analysis</li><li>• Program health assessment</li><li>• Comprehensive review of previous action plan</li><li>• Action plans</li></ul>		Summative Service Area Effectiveness and Action Plans <ul style="list-style-type: none"><li>• Service area outcomes assessment reflections</li><li>• Comprehensive service area impact analysis</li><li>• Resource utilization analysis</li><li>• Service area health assessment</li><li>• Comprehensive review of previous action plan</li><li>• Action plans</li></ul>	
SLO/SAO/AUO Assessments			
Institutional Equity Self-Assessment			
Administrative summary reports			
Executive Review			
Review of Summative Program and Service Area Assessments and Action Plans <ul style="list-style-type: none"><li>• Administrative unit outcomes assessment reflections</li><li>• Comprehensive administrative unit impact analysis</li><li>• Administrative unit health assessment</li><li>• Program and service value assessments</li><li>• Comprehensive review of previous action plan</li><li>• Action plans</li></ul>			

# Questions and comments