



## Program Review Cycle

### February

The [Program Review Committee](#) will meet. Programs for the following academic year will be chosen for both Program Review. Committee members will be assigned to review programs along with Lead Faculty members from those programs. Deans match Program Reviewers with Lead Faculty (Unit Heads, Program Leads).

- Membership will be reviewed. New members will need an orientation and an assignment with a veteran committee member for the first year.
- Review of [Program Review Webpage](#).
- Deans and Lead Faculty will present an update on Action Plans from Program Reviews presented during the previous Fall Semester.
- Discuss ways to improve the Program Review process.
- Review of [Program Review Template](#) to ensure consistency in format across the College. Program Goals must support Division Goals, Academic Affairs Unit Goals and be in alignment with the College Strategic Focus and Mission.
- Reviewers work with Lead Faculty and Coordinator for Program Review and Assessment to ensure that the review is completed by the PRC team members and program chair in consultation with program faculty and advisory committee members. This review will focus on five areas of the program:
  - I. Program Goals and Rationale
  - II. Program Outcomes Assessment
  - III. Program Resources and Support
  - IV. Program Strengths and Opportunities for Improvement
  - V. Program Viability

### Before the End of Spring Semester

- Program Reviewer and Lead Faculty use their rough draft of the Program Review to work with Career Pathways Coordinator.

### September

- Program Reviewers meet with assigned Lead Faculty to finalize Program Reviews.

## **October**

- Program Reviewers and Lead Faculty submit final Program Review to Deans for approval.
- Program Faculty and Deans begin work on their Action Plans.
- Deans submit Program Review to the Coordinator of Program Review and Assessment and Vice Chancellor for Academic Affairs and Provost.
- Coordinator of Program Review and Assessment creates Executive Summaries to be presented to the Program Review Committee.

## **November**

- Full Program Review Committee meets.
- New members will need an orientation and an assignment with a veteran committee member for the first year.
- Executive Summaries are presented by Program Reviewers to Program Review Committee for review and sent to the Vice Chancellor for Academic Affairs for approval.
- Deans submit “Strengths” in the form of a press release to the Office of Institutional Advancement and to the Coordinator of Program and Review for an internal newsletter.
- Program Review recommendations are submitted to Curriculum Committee for their review.