



## Program Review Cycle

**August/September:** The Program Review Committee will meet. Programs/Disciplines for the following academic year will be named for both Program Review and Program Health Index. Committee members will be assigned to review programs along with Lead Faculty members from that program. 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 website.

Deans and Lead Faculty will present an update on Action Plans from Program Reviews presented during the previous Spring Semester.

Discuss ways to improve the Program Review process.

Review the 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 Director of Research and Planning 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 Fall Semester:** Lead Faculty member work with Career Pathways Coordinator to complete the Career Pathways Template.

**December:** Program Health Index is submitted to LCTCS and shared with Program Reviewer, Lead Faculty and Dean.

**February:** Program Reviewers meet with assigned Lead Faculty to finalize Program Reviews. Program Reviewers and Lead Faculty work with IR to ensure current data is submitted.

**March:** Program Reviewers and Lead Faculty submit final Program Review to Deans for approval. Deans submit Program Review to the Director of Research and Planning and Vice Chancellor for Academic Affairs and Provost. Director of Research and Planning creates executive summaries to be presented to the Program Review Committee.

**April:** Full Program Review Committee meets. Executive Summaries presented by Program Reviewers to Program Review Committee for review and approval. Program Faculty and Deans begin work on Action Plans to be presented at the fall meeting of the Program Review Committee. Deans submit 'Strengths' in the form of a press release to Marketing. Program Reviews sent to Curriculum Committee to review at following month's meeting. Programs/Disciplines to be reviewed for the following academic year will be announced for both Program/Discipline Review and Program Health Index.