Program Review process:

**Preparation:**
Each group is assigned a IEC support team.
Orientation

**Document Development:**
Each program works collaboratively to draft program review submission

**Document Submission:**
(due 2/1/13)

**Status Check:**
After two years, programs are required to provide an update on progress made on IEC recommendations.

**Final Document:**
Intro along with the summaries is completed and submitted to the President's council and Board.

**Summary Approval:**
All program review summaries are officially reviewed and approved by IEC

**Summary:**
A summary of the review is developed by each team which include recommendations.

**IEC Committee discussion:**
After each committee member reviews each submission, the support team facilitates the IEC review discussion. The comments are then summarized and sent to the program representatives.

**Program rep discussion:**
After reading the summary ahead of time, the program reps attend an in-person meeting to discuss the questions, comments, and recommendations.

**Revisions:**
Program revises draft and re-submits to IEC and support team
IEC Guidelines

A. Establishment of the Institutional Effectiveness Committee (IEC) membership.

1. The committee organized to conduct the review process will be a general college committee. The role of the committee is to facilitate and standardize the program review processes required by Accreditation Standards, the Educational Code of California, Title 5 regulations, and Board policy.

2. Membership will include representation from faculty, professional support staff, and administration as follows:
   - Four (4) faculty
   - Two (2) professional support staff
   - One (1) administrator
   - One (1) student representative
   - Director of Institutional Research - resource to committee
   - Vice President of Instruction - ex-officio member

3. The committee members choose the chair of the IEC.

4. Additional committee members may be appointed to serve on an ad hoc committee if deemed necessary to facilitate the completion of the tasks set for the semester.

B. General IEC responsibilities.

1. The IEC advises President’s Council concerning program review.

2. The IEC oversees the review process to maintain consistency in the development, selection, and application of criteria and guidelines. The IEC revises procedures when appropriate.

3. The IEC reviews the outcome of the previous year’s recommendations.

4. The IEC submits the completed program review self-study to include the unit plan and Budget Request form to the President’s Council before the end of the academic year.

5. IEC approved action plans will include resource allocation requests that will be incorporated into department budget requests and unit plans. Budget requests for a minimum three year cycle and a not to exceed five year cycle.

6. The IEC recommends a list of programs and services designated for review within specific timelines.

7. The IEC provides program models to aid programs in conducting their self-study.

8. The IEC reviews program reviews to ensure all programs include Student learning Outcomes including assessment of those outcomes.

9. Conduct an annual evaluation of the IEC process.

C. Timeline for program and services review

1. Program review cycle will be between 3-5 years and will be established by a schedule published by the IEC.

2. Every year, an internal and external needs assessment, which is conducted in accordance with generally accepted program review and development principles and regulations, will be completed by the deans of all academic, vocational and technical programs. The provisions of the California Education Code paragraphs 78015 and 78016 apply for the vocational and technical programs. Programs that have a questionable need based upon the assessment by the educational leadership team and/or cabinet will be referred to the IEC for review and recommendations forwarded to President’s Council. These programs will be reviewed in addition to the regular program review cycle.

3. The triggers used to identify programs with questionable need (at risk programs) are as follows:
   - Cost: compare direct instructional revenue based upon FTES to direct costs of the programs over two years. Identify those programs that lose money and rank order by percentage of loss to expenses (highest to lowest).
   - Identify programs with declining enrollments over the previous three year period based upon WSCH of the college and rank order by percent of enrollment in year three to year one (lowest to highest).
   - Needs assessment to identify the community need for the skills taught in the program.

D. President’s Council Review
the purpose of informing IEC on the implementation status of unit plan actions and the disposition of funding requests. At the request of IEC additional annual reports may be requested from a department.

2. The IEC will evaluate the progress of the program's action plan.
3. The assigned Vice President responsible for implementation of actions within a program review, will present the evaluation of the action plan to President's Council.
4. The evaluation of progress of the program review action plans will include an analysis of how the actions are intended to or are improving student learning.