Institutional Effectiveness Committee
Program Review Orientation
(13/14)
What we will cover

- Why Program Review
- Program Review Process
- Program Review Timeline and Deadlines
- Self Study Format
- Recommended Document Development Strategy
- Tips
- IEC website
- Support Team Assignments
- Questions
Why program review

- Accreditation requirement
- Reflect on what you have done
- Plan for the future, gather resources
- Contribute to College Strategic Planning
- IEC recommendations inform hiring plan and budget allocation
Program Review cycle:

1. Preparation: (Sept – Dec 2013)
   - Each group is assigned an IEC support team.
   - Orientation

2. Self Study: first draft due Feb. 3, 2014

3. IEC Committee discussion: (March 2014)
   After the submission of the self-study, each committee member reviews each submission. The support team facilitates the IEC discussion of the self study. The comments and suggestions for revision are summarized and sent to the program representatives.

4. Meeting with IEC (March – Apr 2014)
   After reading the summary ahead of time, the program reps attend an in-person meeting to discuss the questions, comments, and recommendations.

5. Revisions: due May 12, 2014
   Program revises draft and re-submits to IEC and support team

6. Summary: (April – May 2014)
   A summary of the Self-Study report, including IEC recommendations, is developed by support team.

7. Summary Approval: (May 2014)
   All program review summaries are officially reviewed and approved by IEC

8. Annual Review: (June 2014)
   The Annual Review includes an evaluation of the year’s business, Executive Summaries from the Self Studies, and Status Updates. It is submitted to the Senate, and then to the President’s council and Board.

   After two years, programs are required to provide an update on progress made on IEC recommendations.
# Program Review Timeline

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Initial Draft</td>
<td>2/3/14</td>
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<tr>
<td>In Person Meeting with IEC</td>
<td>3/12/14 or 4/2/14</td>
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<tr>
<td>Final Revised Report Due</td>
<td>5/12/14</td>
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Program Review Format

- Self Study Form
- Program data (Description of program)
- Program progress (What has been done in your program since the last review)
- Issues and trends facing the program
- Program Learning outcomes
- Future Program Plans and Budget Requests
- Executive Summary
Checklist

➢ Inform your program members that you are beginning the process (Sept 2013)

➢ Solicit input from program members, gather data and delegate tasks (Sept – Oct 2013)

➢ Develop draft (Oct – mid Nov 2013)

➢ Have program members review draft and revise as needed (late Nov - early Dec 2013)

➢ Submit to supervisor for review (Dec 2013)

➢ Submit to IEC (due Feb 3, 2014)

➢ Meet to discuss revision strategy (March/April 2014)

➢ Complete final draft for IEC submission. (due May 12, 2014)
Tips

- Provide support documentation and data for your assertions, e.g., we “provide excellent tutoring service to our students, as evidenced by survey results or by a study examining the effects of tutoring on student success.”

- The Director of Institutional Research will be providing the basic data and is available to provide you with additional data if needed.

- Provide documentation to rationalize the need when requesting new resources or staff. For example, you can offer documentation demonstrating how your program has grown, or how it is offering more services, etc.

- If you are identifying needs or plans in the Self Study document, there should be a corresponding Program Plan objective and/or Budget request.
IEC Website

- https://mail1.gavilan.edu/iec/index.html
Support Team Assignments

- DRC
- EOPS
- Financial Aid
- Hollister Site
- Morgan Hill Site
- Puente
- Student Health Services
Questions

- See IEC website:
  https://mail.l.gavilan.edu/iec/index.html
- Ask your support team
- Email committee at large: IEC@gavilan.edu