Program Review Question Description

Below are brief descriptions and or examples that provide context for the questions within the Program Review Survey. Please refer to this document if you are unsure of what a question means or how to answer it. Should you have any questions, you can contact the following resource people for Program Review based on the nature of the question:

- General process–John Hannigan
- Data Concerns – Inge Bond or LeAnn McGinley
- Budget Requests/Resource Allocation – Pat Fenton

GENERAL
What is the name of your program?

Person responsible for completing this program review.
Please type your name as the primary person responsible for this review.

Please list the names of others who will be involved in the program evaluation.
Program evaluation is a collaborative activity which includes full & part-time faculty, staff and students. List the names of those who have made contributions.

How does the program contribute to the fulfillment of the college mission?
This question addresses the requirement that programs, including administrative services, be aligned with the mission of a college.

Describe any external influences that currently impact your program (federal or state regulation, advisory boards, etc). This question asks programs to identify factors not within their immediate control or influence that either impede or support their activities.

Is this a full or update program evaluation?
Check one. See the schedule of program reviews.
Choosing full review leads you to all the questions. Choosing Update directs you to a subset of questions.

Explain the relationship of the program to its primary constituencies (internal and external clients).
This question addresses how the program supports academic and student services programs within the college and interacts with external agencies in the State or community.
PROGRAM PERFORMANCE DATA

List the types of data the program collects to demonstrate its effectiveness and efficiency in meeting the needs of its constituencies (e.g. point-of-service surveys, utilization data). This question asks programs to indicate the data solicited from constituencies and analyzed to evaluate its interactions with its constituencies e.g. surveys, meeting minutes, reports.

In evaluating the data referred to in the previous question, what conclusions can you draw about the program's effectiveness and efficiency? This question asks programs to make judgments about the degree to which it is serving the needs of its constituencies.

Based on the above conclusions, what actions, objectives, or requests for resources does the program propose? Please provide an implementation timeline. This question addresses an accreditation requirement that programs engage in ongoing evaluation of program practices in support of improved student learning and achievement. A program should describe how it intends to make improvements in its functions and service to its constituencies.

Where relevant, the program should address recommendations of the Student Success Act:

- Increase Student Readiness for College
- Strengthen Support for Entering Students
- Incentivize Successful Student Behaviors
- Align Course Offerings To Meet Student Needs
- Improve the Education of Basic Skills Students
- Revitalize and Re-Envision Professional Development
- Enable Efficient Statewide Leadership and Increase Coordination Among Colleges
- Align Resources with Student Success Recommendations

Describe how the program will measure the impact of the proposed changes. The intent of this question is to have programs engage in continuous quality improvement efforts based data collection and analyses. The program should address how implemented changes for improvement will be monitored. E.g. effectiveness surveys, focus groups.

What goals have been established to evaluate the effectiveness of the improvement plans described above. This question completes the improvement cycle by describing the goals, when met that indicate that the planned improvements have been effective.

Describe notable accomplishments in serving your constituencies since the last program review. This question provides programs the opportunity to highlight changes or initiatives that positively affected its relationship with its constituencies.

What general conclusion(s) do you draw about your program’s strengths and challenges in meeting its intended goals, objectives, and requests for resources? This question gives programs the opportunity to evaluate its strengths and present meeting its improvement plans.