INSTRUCTIONS
FOR
PROGRAM REVIEW
2014 – 2015

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Timeline

December 1, 2014: Program Review Launched via ANGEL
February 13, 2015: Programs submit budget resource allocation requests via program review
February 19, 2015: BRAC begins discussion on budget resource allocation requests
April 15, 2015: Programs submit their completed program review self-studies
April 16, 2015: SLAPEC starts reviewing the program review self-studies
April 30, 2015: SLAPEC begins to provide feedback on program review self-studies
September 2015: Launch of 2015 – 2016 Program Review
**Instructions**

Please read this complete document. It provides important information you need to get the most out of the Program Review process.

For this year, all programs will be doing an “Update” Program Review. All program reviews must be submitted on Angel by the indicated due dates.
Quick Summary

Program Review Due Dates

December 1, 2014: Program Review Launched via ANGEL
February 13, 2015: Programs submit budget resource allocation requests via program review
April 15, 2015: Programs submit their completed program review self-studies

In order to provide ample time to evaluate, notify, and award of their annual budget and resource requests made through program review, this year’s program review will be completed in two parts:

1) Budget and Resource Allocation Request (due by Friday, February 13, 2015), and
2) Self-Study (due by Wednesday, April 15, 2015)

The primary contact person for program review will be a member of the “Program Review” group on ANGEL. If you are your program’s primary contact person for its program review and if you are currently not a member of this group, please notify Mel Vaughn at melvin.vaughn@westvalley.edu.

If you are responsible for more than one program, please be aware that you can only actively work on the survey for one program at a time via ANGEL. You must “Submit” the program review for the program you are working on before you can begin working on the next program.

The Budget and Resource Allocation section of the program review must be submitted in ANGEL by Friday, February 13, 2015.

Completed Program review Self-Studies must be submitted in ANGEL by Wednesday, April 15, 2015.
**Program Review Policies and Procedures**

Click here for a link to our policy and procedures. This document will help to contextualize program review and process.

**Peer Collaboration**

We encourage you to engage in a program-wide dialogue with each member of your program that is focused on how your program can improve its student success. Program review should be a collaborative process by which programs engage in meaningful dialogue to promote improving its student success. We encourage you to meet with the members of your program to reflect on the success and challenges you’ve had in helping your students.

To give you the ability to collaborate with the colleagues in your program, the program review questions have been made available in Word documents for you to share with the other collaborators in your program. These Word documents may be found in ANGEL in the “Resources” folder under the “Content” item and are titled “Budget Worksheet” and “Self-Study Worksheet.” Our recommendation is to use the Word documents to work on your program review collaboratively.

When you are ready to submit your program review, cut and paste your answers into the response areas in your ANGEL survey. You may find instructions for doing this by opening the file “How to copy and paste from Word into ANGEL” found in the Resources folder.

*Note:* Double check the formatting when you cut and paste from Word. Sometimes words will be concatenated unintentionally.

**Rubric**

Three years ago the Program Review Committee (PRC) implemented a rating and evaluation rubric process. This was initiated to meet the ACCJC requirement of creating a Program Review that is not pro forma, but meaningful and informative for the integrated planning process. We encourage you to review the rubric as you are developing your responses. The program leader will be notified of any response to a question that needs additional work. Non-satisfactory responses will need to be revised and resubmitted. The questions, as well as the rubric, are mapped to ACCJC requirements.

*Note:* We are currently working on reviewing and possibly revising rubrics document for the 2014 – 2015 Program Review. There may be minor changes to reflect the current program review. For now, you may view the 2013-2014 rubric document by navigating to the following page:

http://www.westvalley.edu/committees/program-review/documents/pr-2014-documents.html
Select “Documents Linked to Survey Monkey” and choose the appropriate document for your program.

**Intent of Questions Document**
To help guide the responses, we have included a document that explains the “intent” of the question. Use this as a guide for answering the questions in a way that represents the program and meets the satisfactory standard on the rubric.

Note: We are currently working on reviewing the Intent of Questions document for the 2014 – 2015 Program Review. There will be a few changes. For now, you may view the 2013-2014 Intent of Questions document by navigating to the following page:

http://www.westvalley.edu/committees/program-review/documents/pr-2014-documents.html

Select “Documents Linked to Survey Monkey” and choose the appropriate document for your program.

**Using ANGEL**
All program reviews must be submitted via ANGEL by the due dates given.

**Logging in to ANGEL**
To log in to ANGEL, use your browser to navigate to West Valley College’s home page, then select the “ANGEL” tab at the top of the page. Alternatively, you may navigate to ANGEL by entering the following URL in your browser’s address bar:

http://wvmccd.angellearning.com/default.asp

If this is your first time logging in to ANGEL, please read the “Public Announcements” on the ANGEL log in page to learn information about logging in, browsers, etc.

1. **Log in** to Angel
2. **Go** “Home”
3. **Scroll** down to “Community Groups” in ANGEL’s left navigation bar.
4. **Click** on the group “Program Review”
5. **Click** on the “Content” item at the top of the page. You will see a “Resources” folder, followed by one or more of the following folders, depending on your program(s):
   Administrative, Instructional, or Non-Instructional.
6. **Click** on either Administrative, Instructional, or Non-Instructional (these appear based on the program) to access the program review surveys.

Once you log in to ANGEL, you will see that program review is separated into two surveys.
If you are having problems logging in to ANGEL, please contact Max Gault, our Instructional Technologist, at max.gault@westvalley.edu.

**Saving your work**
If you need to stop working on your program review, click on the button "Save and Continue Later" at the bottom of the survey.

**Student Equity Report and Institutional Benchmarking**
This year, we are beginning the process of having institutional benchmarks for improving student equity and will brainstorm how to improve it. In answering the Student Equity questions, determine (at your discretion) which group is “the most successful” and consider this the baseline rate. If the rate in any category for any other group is less than 70% of this baseline rate, then consider this to be a significant difference in equity. The goal of the student equity questions is that any significant differences in student equity is addressed.

To find the student equity report for your program:
- Log in to ANGEL
- Go to the Program Review Group
- Select Content
- Select Resources
- Select “Program Review: Student Equity Report”
- Select your Division/Program
- Select your Program/Department

**Uploading Supporting Documentation**

We have just added the ability to be able to upload files in the ANGEL Program Review Group. To upload a file, follow these steps.

- Log in to ANGEL
- Go to the Program Review Group
- Select Content
- Select the appropriate group (Administrative, Instructional, or Non-Instructional)
- Select the appropriate survey (e.g.: “Instructional Survey – Self-Study”)
- Click on “Supporting Documentation”

Please upload any supporting documentation for your Budget and Self-Study surveys to this Drop Box. Please limit your files to under 10 MB. If over 10 MB, try compressing it by going to http://smallpdf.com/.

In the "Title" entry box that appears once you click on “Supporting Documentation”, please add a descriptive title to the “Title” box that includes the program name followed by the survey
name. For example, if Physical Science is submitting supporting documentation for their budget survey, they might write in the title box:

"Physical Science Budget Survey - Request for a Lab Technician"

**Dealing with Session Timeouts and Lost Work**
Please read the brief document “How to avoid a session timeout” found in the Resources folder.

Because ANGEL is an authenticated site, losing your Internet connection to ANGEL – if even for a second – can cause you to be logged out and possibly lose your work. To avoid losing your work, we recommend that first you do all of your work in the Word documents provided for doing this program review. This will provide a backup to the information you enter on ANGEL.

**Working on more than one Program Review**
Are you working on more than one program review? If you are submitting program reviews for more than one program, you can only use ANGEL to work on one program review at a time. This means that you must enter and submit the responses to a given program before working on another program review in ANGEL. You and your collaborators may still concurrently work on any program review via the Word documents.

**Need Help?**
If you need help using ANGEL, please contact Max Gault at max.gault@westvalley.edu. If you have questions pertaining to the program review, please contact Mel Vaughn at melvin.vaughn@wvm.edu.
Supporting Documents

General Documents
College Mission Statement
Program Review Policies and Procedures
Master Program Review and Assessment Schedule

Administrative Supporting Documents
Budget Worksheet (Administrative Update)
Self-Study (Administrative Update)
2013-2014 Administrative Program Review Submissions
Intent of Questions (2013 – 2014)
Rubric (2013 – 2014)

Instructional Supporting Documents
Budget Worksheet (Instructional Update)
Self-Study (Instructional Update)
2013-2014 Instructional Program Review Submissions
Intent of Questions (2013 – 2014)
Rubric (2013 – 2014)
CTE – Degrees and Certificates Programs
CTE Labor Market Workshop Video

Non-Instructional Supporting Documents
Budget Worksheet (Non- Instructional Update)
Self-Study (Non- Instructional Update)
2013-2014 Non-Instructional Program Review Submissions
Intent of Questions (2013 – 2014)
Rubric (2013 – 2014)