



## PROGRAM REVIEW OF NON-INSTRUCTIONAL PROGRAMS AND SERVICES Non-Instructional Departments

**AUTHORITY:** Senior Managers

**POLICY:**

- Non-Instructional Program Reviews are scheduled at the discretion of the responsible Senior Manager but must occur at a minimum of every 2 years.
- Non-Instructional Department outcomes are aligned with SJVC Mission, Core Values, Institutional Learning Outcomes and Service Outcomes.
- Non-Instructional Program Reviews provide mechanism(s) for constituent involvement and/or input.
- Non-Instructional Program Review Summary Reports are submitted to the responsible Senior Manager to assist in the institutional strategic planning process.
- Non-Instructional Program Review Summary Reports are available for constituent review.

**STANDARD:**

- Non-Instructional Program Review schedule is submitted by the responsible Senior Manager to their designee and is maintained on a Non-Instructional Program Review time table.
- Non-Instructional Program Review documents are maintained by responsible Senior Manager or designee.
- Non-Instructional Program Review documents include the assessment plan, evidence and achievement levels, and summary reports.
- Non-Instructional Program Review Summary Report is presented to Senior Management per the responsible Senior Manager's recommendation.
- Formal improvement projects are approved by appropriate Senior Managers and maintained through the SJVC Project Center.
- Non-Instructional Program Review documents are made available to appropriate constituencies.