



Program Review Report Policy & Procedure

AUTHORITY: Director of Curriculum and Assessment

POLICY: A Program Review Report is to be completed and posted no later than 30 days after the scheduled Program Review.

STANDARDS:

- Program Review Report follows guidelines set by the WASC/ACCJC rubrics for Program Reviews
- Program Review Report follows an assigned template
- Program Review Report is created in collaboration with program constituents
- Program Review Report documents the status of action items and the impact on student achievement
- Program Review Report documents the analysis and findings of course and program student achievement data
- Program Review Report documents an action plan for course and/or program improvement based on the data analysis and findings
- Program Review Report documents all involved constituents and their relationship to the program
- Program Review Reports are stored on InfoZone > Departments > Program Review > Program Specific Documents (left) > choose Program > Program Review Reports and Data Portfolios

PROCEDURE:

- A standard agenda format and participant roster list are required at each Program Review
- Program Review Report is completed no later than 30 days after the scheduled Program Review by the Curriculum Department designee
- Curriculum Department designee uploads completed Program Review Report to the Program Review department of InfoZone
- Constituents have 10 days to review after upload and offer edits on the Report to the Curriculum Department
- The status of Program Review Action Items will be updated at the next Program Review