Program Review Work Group Recommendations & Updates for the Planning & Budgeting Council (PBC)

April 21, 2021

Work Group Responsibilities

- Recommend annual timeline and due dates for the program review process for IPC, SSPC, and PBC approval;

- Facilitate and ensure regular messaging about the program review process is communicated to appropriate campus stakeholders on a timely basis;

- Meet on a bi-weekly basis to support regular coordination occurs across instructional, administrative, and student services programs;

- Report regularly to IPC, SSPC, and PBC

PBC Responsibilities

- Serve as College Accreditation Oversight Committee
- Ensure that the College meets the accreditation standards related to program review
- ACCJC Standard 1.B:

   The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates **program review**, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)

Recommendations & Updates

Recommendations for Approval

• Timeline and Due Dates for 2021-22

• Extension and deferral process

• Work Group to return May 5 with recommendation re rubric for 2021-22
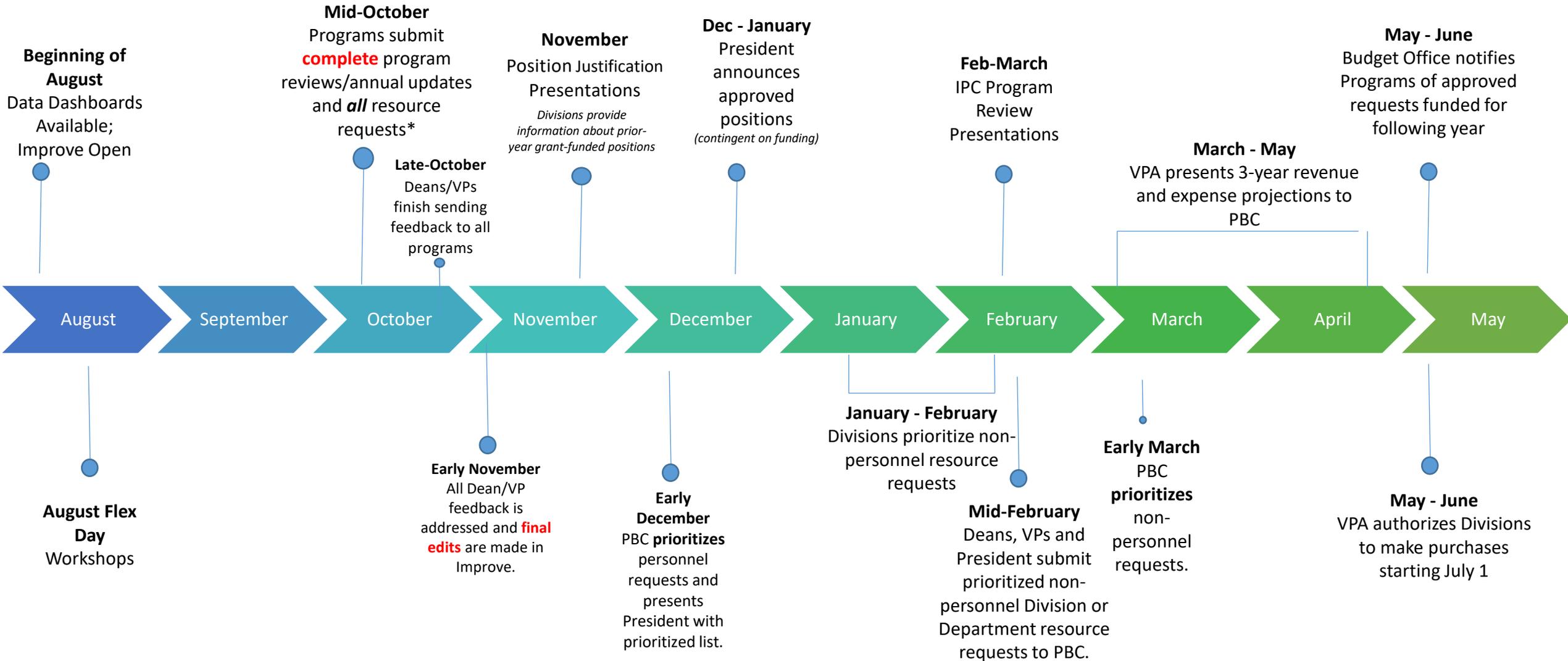
Update on Other Changes Received from Planning Councils

• Updates made in Improve and on Program Review Website
    • New Program Review Cycle & Schedules
    • New, Re-Assigned & Removed Programs
    • Updated Questions Received from Planning Councils

Clarification

• Clarification of resource request process

Program Review Timeline

Beginning of August
Data Dashboards Available; Improve Open

Mid-October
Programs submit **complete** program reviews/annual updates and *all* resource requests*

Late-October
Deans/VPs finish sending feedback to all programs

November
Position Justification Presentations
Divisions provide information about prior-year grant-funded positions

Dec - January
President announces approved positions
(contingent on funding)

Feb-March
IPC Program Review Presentations

March - May
VPA presents 3-year revenue and expense projections to PBC

May - June
Budget Office notifies Programs of approved requests funded for following year

August | September | October | November | December | January | February | March | April | May

August Flex Day
Workshops

Early November
All Dean/VP feedback is addressed and **final edits** are made in Improve.

Early December
PBC **prioritizes** personnel requests and presents President with prioritized list.

January - February
Divisions prioritize non-personnel resource requests

Mid-February
Deans, VPs and President submit prioritized non-personnel Division or Department resource requests to PBC.

Early March
PBC **prioritizes** non-personnel requests.

May - June
VPA authorizes Divisions to make purchases starting July 1

*Resource requests include an Annual Update in non-comprehensive program review years.
Revised by Program Review Work Group, Spring 2021

Program Review Due Dates
(proposed for 2021-22)

1. Submit your complete Comprehensive Program Review or Annual Update **before October 15, 2021**.
2. Deans and VPs complete feedback of all program review materials and send out **before October 29, 2021.**
3. Review your supervisor's feedback and incorporate it into your program review **before November 5, 2021**.

Extension and deferral process (proposed)

- All instructional programs, student services programs and administrative services are expected to follow the annual cycle and timeline for submitting comprehensive program review and annual updates as communicated on the [college program review website](#) each year. If programs do not submit the required documentation and related materials by the deadline, they will not be eligible to request resources for the following academic year. Programs should work with the appropriate dean/VP for an extension or deferral if warranted. The following policy is meant to clarify and simplify the process for getting short-term extensions and deferrals when needed.

  - Comprehensive Program Review & Annual Update **Extensions**: Program review deadlines are set in order to allow time for many other college processes to take place during an academic year, so extensions are rare. Program review authors and the appropriate Dean/VP may deem that a short-term extension (no more than 5 days) of the deadline for a particular program is warranted. Program review authors should work with the dean/VP and follow-up with the respective planning council (i.e., IPC or SSPC) if an extension of more than 5 days is needed. A program view deferral might be recommended if a longer extension is needed.

  - Comprehensive Program Review & Annual Update **Deferrals**: Program review authors unable to submit their comprehensive program review or annual update due to extenuating circumstances will be expected to complete their comprehensive program review or annual update during the following program review cycle. These extensions are rare and a rationale must be given.

  - For all extensions and deferrals, the dean/VP must notify the PBC Program Review Work Group (canprogramreview@smccd.edu) as soon as possible with confirmation of the new deadline.

Resource Prioritization Rubric

	Minimal (1)	Low (2)	Moderate (3)	Strong (4)	Score
Program review	Request not addressed in program review	Minimally addressed in program review	Moderately addressed in program review	Substantially addressed in program review	
College Mission & Strategic Goals	Does not align with college mission and strategic goals	Minimally aligns with college mission and strategic goals	Moderately aligns with college mission and strategic goals	Fully aligns with college mission and strategic goals	
College Plans	Does not support any of the College operational plans	Minimally supports one or more of the College operational plans	Moderately supports one or more of the College operational plans	Fully supports two or more of the College operational plans	
Learning Outcomes (Student Learning Outcomes, Service Area Outcomes)	Does not support achievement of student learning or service area outcomes	Minimally impacts achievement of student learning or service area outcomes	Moderately impacts achievement of student learning or service area outcomes	Directly and significantly impacts achievement of student learning or service area outcomes	
Critical Question Considered by PBC: Contributes to closing the equity gap	Does not contribute to closing the equity gap	Minimally impacts closing the equity gap	Moderately impacts closing the equity gap	Directly and significantly impacts closing the equity gap	
Critical Question Considered by PBC: Contributes to supporting Latinx student success	Does contribute to supporting Latinx student success	Minimally impacts supporting Latinx student success	Moderately impacts supporting Latinx student success	Directly and significantly supporting Latinx student success	

New Cycle for the Comprehensive Program Review Process

Administrative Program Review

Program Review Schedule

Administrative Planning Council completes program review on a three-year cycle outlined below.

Reviews Due Fall 2021	Reviews Due Fall 2022	Reviews Due Fall 2023
Office of Administrative Services	Office of Planning, Research, and Institutional Effectiveness	Marketing
Office of Student Services		Office of Instruction

New Cycle for the Comprehensive Program Review Process

Instructional Program Review

Three-Year Cycle

Reviews Due Fall 2021	Reviews Due Fall 2022	Reviews Due Fall 2023
Astronomy & Physics	Anthropology	Art & Art History
Biological & Health Sciences	Career Courses	English
Chemistry	Communication Studies	English as a Second Language
College for Working Adults	Economics	Funeral Service
Distance Education	Ethnic Studies	Kinesiology, Athletics & Dance
Earth Science	History	Learning Center
Engineering	International Students	Library
Honors Transfer Program	Philosophy	Music
Mathematics	Political Science	Photonics & Laser Technology
	Psychology	Spanish
	Sociology	Theatre Arts

CTE Programs Four-Year Cycle with Two-Year Mid-Cycle Review

Reviews Due Fall 2021	Reviews Due Fall 2022	Reviews Due Fall 2023	Reviews Due Fall 2024
Computer Science	Accounting & Business	Human Services	Digital Art & Animation
Cooperative Education	Computer Business Office Technology	Medical Assisting	Fashion Design
Education & Human Development	Paralegal	Radiologic Technology	Interior Design
		Computer Science(Mid-Cycle Review)	Accounting & Business(Mid-Cycle Review)
		Cooperative Education(Mid-Cycle Review)	Computer Business Office Technology(Mid-Cycle Review)
		Education & Human Development(Mid-Cycle Review)	Paralegal(Mid-Cycle Review)

New Cycle for the Comprehensive Program Review Process

Student Services Program Review

Program Review Schedule

Reviews Due Fall 2021	Reviews Due Fall 2022	Reviews Due Fall 2023
Career Services	Admissions & Records	Disability Resource Center
Counseling	CalWORKS	Financial Aid
ESO Adelante	Dream Center	Health Center
Promise	Dual and Concurrent Enrollment	Personal Counseling Center
Resilience Education Program (Project Change)	EOPS, CARE & FYSI	TRiO Student Support Services
SparkPoint	Outreach	TRiO Upward Bound
Student Life & Leadership	Puente	Veterans
	Transfer Center	Welcome Center
	University Center	

Programs (new and re-assigned)

- New Programs
  - Ethnic Studies
- Re-Assigned Programs
  - International Students will now complete Instructional Program Review, instead of Student Services
  - Outreach will now complete Student Services Program Review, instead of Administrative Program Review
- Removed Programs
  - STEM Center

Updated Student Services Questions (SSPC)

- During Spring 2021 sub-group of SSPC convened and recommended changes to Student Services Program Review Questions that were approved on the 2/10/21 SSPC meeting
  - Meeting minutes including the updated questions can be found here: https://www.canadacollege.edu/sspc/docs/1920/SSPC%20Minutes%202.10.21.pdf
- The main goals of the revisions was to address student services program work in:
  - Addressing and closing equity gaps
  - Promoting antiracism
  - And intentionally supporting our Latinx and Asian American, Native American, and Pacific Islander student populations (Reflecting on our status as an HSI and ANAPISI)

Instructional Program Review Questions (IPC)

- Academic Senate revised program review questions in Spring 2020
    - See April 23, 2020 and May 14, 2020 minutes and materials on A.S. website
    - The revised set of questions from Spring 2020

- Main goals in Spring 2020 revisions
    - Better understanding of how instructional programs interact with other college services
    - More specific questions related to equity issues in enrollment trends, course scheduling, and modality offerings
    - Question related to documenting impact of unfulfilled past resource requests

Clarification of Resource Request Process

- Working Towards Implementing a Singular Process for the College

- Types of Requested Resources
  - Requests for New Positions or Increasing FTE of Existing Positions
    - Faculty
    - Staff
    - Management
  - Requests for Operating Resources
    - Hourly and Student Support
    - Technology
    - Supplies
    - Equipment