# Providing Feedback on Instructional Program Reviews

Instructional Planning Council (IPC)
Friday, November 6, 2026

# Purpose

- Confirm that all the required **questions were answered adequately**
- Provide **meaningful feedback** to programs on their **successes** and potential **areas for improvement (as identified by the program itself)**
- Constructive and helpful comments and/or questions to f**urther the program's program review efforts**
- Your audience is the **faculty, staff, and administrators in that program**

# Examples of Constructive Feedback

- “What are the results of your PLO assessment?”
- “We reviewed the data provided by PRIE which provides more information than was reflected here. Please consider and update in your next program review.”
- “Be specific about how additional staffing has been helpful and describe what more staffing will provide.”
- “You might want to stress the need to provide online training that includes not only technical training but pedagogical best practices.”
- “XXXX Course was shown to have lower success and retention, but there was no analysis of why or what specific changes may be implemented.”

# Use the Rubric

- Original rubric was created by IPC and approved by Academic Senate
- This semester we are piloting a new format for the rubric - a Smartsheet form, instead of a fillable PDF
    - We will bring this format to Academic Senate with our feedback on using it this cycle.
- It's OK to mark/write Not Applicable if something is truly not applicable
    - For example: Distance Education doesn't have SLOs and PLOs to assess.
- If you're having technical problems, please let Allison know!

# Planned Process

- Six groups of three people (Need to Review 11 Programs)
- Each group provides feedback on one or two program reviews
  - English, ESL, KAD, Learning Center, Library, Music, Spanish, Theater Arts, Business, CBOT, Paralegal
- General plan for group composition:
  - Mix of staff, faculty, students, and/or administrators
  - At least one faculty member in each group
  - At least one person who has provided feedback before in each group
- People will be pre-assigned to groups at least one week before 11/20 meeting
- If you would like to review a particular program, email Allison your interest
- Expectation that we will read the program reviews before our 11/20 meeting
- Program review authors will be invited to be available through email if review group has questions.