

Instructional Program Plan and Review Evaluation Cycle

How often will the Instructional Program Plan and Review evaluation occur?

The Instructional Program Plan and Review evaluation will occur every six years.

When will the evaluation cycle commence?

The evaluation cycle will begin with the 2020-2021 academic year. The first comprehensive evaluation will occur in 2025-2026.

What will be included in the Instructional Program Plan and Review evaluation?

The instructional program plan and review process (including timelines, training and workshops, resource documents, etc.), the Program Plan and Review Template (including the resource request spreadsheet), the Supplemental Program Review Template, and related Tableau Dashboards will be evaluated for their effectiveness in supporting faculty in analyzing student achievement and learning data and utilizing this data to inform future plans to improve student achievement and learning, as well as to inform resource requests.

Why do we need a cycle of evaluation for our planning and program review processes?

Updating processes on an annual basis does not allow for sufficient time to determine whether or not the current processes are effective. Furthermore, with constant changes on a yearly basis, there is potential for processes to become confusing and inefficient, as individuals are asked to relearn new processes each year. Accreditation standards also require regular review cycles for planning, program review, and resource allocation processes to ensure continuous quality improvement of these processes.

How will Instructional Program Planning and Review be evaluated?

Instructional program planning and review will be evaluated based on survey feedback from faculty who participate in the annual planning and program review process. This survey will be administered on an annual basis, with a comprehensive evaluation of the results every six years. Focus groups may also be included in the evaluation if it is determined that further qualitative data is needed to inform improvements.

Who will evaluate the Instructional Program Plan and Review process?

The process will be evaluated by the Curriculum Chair, Department Plan/Program Review Subcommittee Chair, and SLO Coordinator in collaboration with the Dean or Associate Dean of Academic Affairs and Institutional Effectiveness. Results of the evaluation and any potential improvements will be shared with the Department Plan/Program Review Subcommittee for further discussion and feedback prior to any modifications or adjustments to the program planning and review process.

What updates can be made to the process or templates during the six year cycle?

While the process, templates, and dashboards will undergo a comprehensive evaluation every six years, aspects of the program planning and review processes, templates, or Tableau dashboards may be updated within the six-year time frame for the following reasons:

- Accreditation Standards, Title 5, and/or California Education Code were updated in ways that impact instructional planning and program review
- The Curriculum Committee has identified a needed modification to the templates based on updates to local curriculum processes and practices
- Errors in spelling, grammar, and/or minor functionality issues were identified in the templates and/or Tableau dashboards