

**Instructional Program Review Process:
Preparation, Review, and Response Timeline
Adopted by the Academic Senate on April 2, 2012**

Preparation, Review, and Response Timeline:

Spring Semester 2012

1. Faculty organize discipline reviews and establish a task list and timeline for completion.
2. Faculty attend Curriculum and Assessment workshops designed to assist with changes to Course Outlines of Record (CORs), completion of Assessment projects, and evaluation of student learning.
3. Faculty discuss Student Learning Outcomes (SLOs) for courses within the discipline, review Integrated CORs to align Methods of Instruction with Methods of Evaluation, and develop an assessment plan for the discipline.
4. Faculty update Course Outlines of Record in CurricUNET.
5. Faculty Review data packet on:
<http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/ProgramReview.aspx>
Additional data can be provided upon request from Institutional Research. Submit requests to http://academic.rccd.edu/ir.request_form.html at least 30 days before you need the data or analysis.
6. Faculty discuss the discipline's instructional program and identify objectives for the discipline/program based on evaluation of SLOs, teaching (instruction), and learning.
7. Faculty review General Education Learning Outcomes and/or Program-level Learning Outcomes and align them with their courses. Faculty review Areas of Emphasis (AOEs) degree patterns and determine whether courses in the discipline should be included or excluded from AOEs.
8. Faculty define a mission for their discipline that aligns with the College's mission.
9. Faculty create a draft document for their own use at the Fall FLEX meeting.

Fall Semester 2012

AUGUST 2012 (first year of new process)

1. Discipline faculty bring their draft document to the Department unit meeting on the Fall FLEX day (August).
2. Disciplines meet with their Departments to discuss their reports and to engage in dialogue about the Department Unit Instructional Program Review.
3. The Department faculty determine priorities for the Unit based on discussions and decisions made as a result of program review, assessment of student learning outcomes, and data analysis.

AUGUST 2013 (second year of new process)

The College President reports to the faculty on the decisions made regarding college priorities for the budgeting process. The College President represents the College at the Board of Trustees meeting and in their deliberations over budget priorities that reflect college priorities.

SEPTEMBER 2012

1. Departments continue to refine their priorities and to support each other in the process of evaluating SLOs and assessing teaching and learning.
2. The Department prepares a document that represents the Unit's decisions and priorities.
3. A faculty member or group is selected to present the Department's Unit Review to the Academic Planning Council/Program Review Committee in October. (APC is augmented by representatives from curriculum, assessment, and program review to form the APC/Program Review Committee.)

OCTOBER/NOVEMBER 2012

1. The Academic Planning Council/Program Review Committee serves as the Program Review Panel for the purpose of receiving and reviewing all Instructional Program Review documents. [*The presentation method discussed by the ad hoc committee is an oral conference-style presentation by each Department with the Program Review Committee serving as a panel for the purposes of discussion and feedback.*]

DEADLINE FOR DRAFT DOCUMENTS: OCTOBER 1

2. *Annuals* are presented by Department units for review.
 - Annuals are accepted by the APC/Program Review Committee and are discussed openly. Priorities for the following academic year are determined by the APC/Program Review Committee before the

reviews are submitted to the Standards-based Strategic Planning subcommittees for consideration as part of the planning process.

- The drafts of *Annuals* are presented to the appropriate administrative head of the Unit, such as a dean, for review and comment.

3. *Comprehensives* are presented by disciplines on a 4-year rotation pre-established by the district. The role of the Program Review Committee is to review and vote “approval” on each discipline’s *Comprehensive*. After “approval” the *Comprehensives* are sent by the College’s APC/Program Review Committee to the District Program Review Committee for consideration.

NOVEMBER 30 – deadline for approval of *Comprehensives*
NOVEMBER 30 – deadline for Department Unit drafts of *Annuals*

WINTER 2013

Drafts of Department *Annuals* are reviewed, polished, and prioritized for final presentation and ranking by the APC/Program Review Committee. Consultation with appropriate administrative unit heads is sought and considered.

Spring 2013

FEBRUARY 2013

1. Department units meet to review the final draft of the *Annuals*.
2. Department units make recommendations to the APC/Program Review Committee for improvements to the Instructional Program Review process.

MARCH 2013

1. Final versions of the Instructional Program Review *Annuals* from each Department are presented in writing to the APC/Program Review Committee.
2. The APC/Program Review Committee/APC ranks the requests in order of instructional priorities based on assessment of “how well learning is occurring, and documentation that assessment is being used to improve learning through ongoing, systematic, and integrated planning (Standard I)” (*ACCJC Accreditation Standards 1*).
3. The Academic Senate reviews the decisions of the APC/Program Review Committee as an information item.
4. The Senate sends the Department Unit Annual Instructional Program Review documents to the Strategic Planning Committee (SPC) Co-Chairs for

dissemination to the Standards-based subcommittees for review, discussion, and action.

Spring 2014 (second year of new process)

Departments continue the process of curriculum review, planning, and assessment for the next cycle of *Annuals*. Disciplines identified by the district to complete *Comprehensives* begin their cycle of curriculum revisions and assessment planning.

5. The Academic Senate considers revisions to the Program Review Process and approves modifications (if needed) to the process. Changes to the process are sent to the Department Units and to the College's APC/Program Review Committee.

MARCH/APRIL 2013

1. The Standards-based subcommittees of SPC consider the sections of the instructional unit reviews that relate to each of the four Standards.

2. The Standards-based subcommittees bring action items to the SPC for discussion and approval.

3. The SPC faculty co-chair reports action items to the Academic Senate.

4. The SPC forwards approved items to the College President as recommendations.

MAY 2013

1. The Budget Development process begins and planning priorities are identified.

2. The Business Services Administrative Unit, working closely with Standard III Resources subcommittee, identifies needs and matches funding sources to those needs.

SUMMER 2013

The Business Services Administrative Unit continues the Budget Development process and develops a final budget proposal that will go to the Board of Trustees in September or October. [*The timing of the budget proposals depends heavily on the timing of State payments to the District and on the level of State allocations.*]

Fall 2013

After the budget is approved by the RCCD Board of Trustees, the Department units are notified of funding.