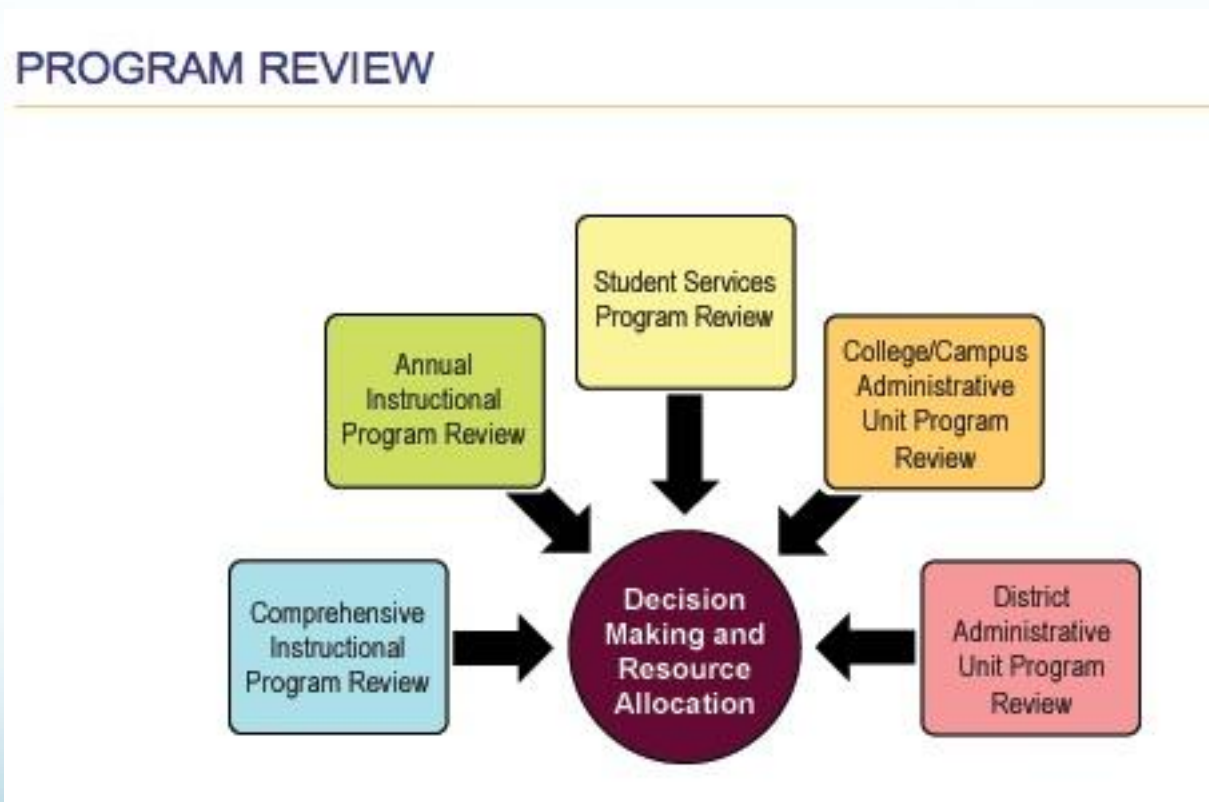


# **Moreno Valley College Instructional Program Review Process:**

**Preparation, Review, and Response Timeline  
Adopted by the Moreno Valley College Academic Senate  
on April 2, 2012**


# RCCD Program Review

- <http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/ProgramReview.aspx>



# District Comprehensive Instructional Program Review

Comprehensive  
Instructional  
Program Review



- **Process defined by District**
  - **Documents approved by College**
- Deadline: October 1-Draft to APC;  
November 30--College-Approved  
CIPRs to go to District**

## 2012 Disciplines at MVC

1. Guidance (GUI)
  2. Early Childhood Education (EAR)
  3. Geography (GEG)
  4. Humanities (HUM)
  5. Political Science (POL)
  6. Speech Language Pathology (SLP)
  7. Kinesiology (KIN)
  - 8-12. Life Sciences (BIO, CHE, PHY, AMY, HES)
- HONORS PROGRAM**

# College Annual Instructional Program Review



Annual  
Instructional  
Program Review

- All Programs of Moreno Valley College
  - All Disciplines within Department units
- Deadline: October 1, First Drafts, Departments;**  
**November 30, Second Drafts**

This new annual process aligns the assessment and curriculum review preparation, the research, and the deadlines with the District Comprehensive Instructional Program Review process for instructional disciplines on the 4-year cycles.

# Spring Semester 2012

## SLO Assessments and Curriculum Updates

- Update CORs and make curricular adjustments
- Assess student learning outcomes
- Identify strengths and weaknesses and request research data
- Identify needs
- Start drafting a discipline program review document

# Fall Semester 2012

## FLEX Day – August 23

Faculty meet in discipline/department groups (whichever makes the most sense) to discuss their assessment results, identify needs, and prepare the unit program review documents.

# SEPTEMBER 2012

- Departments review discipline program reviews
- Departments create a prioritized list of needs within the unit based on assessment findings
- Create draft of Department unit Instructional Program Review
- Select department representatives to present unit program review findings to the Academic Planning Council/Program Review Committee in October

# October 2012

- October 1, 2012--Department unit draft of Annual Instructional Program Review documents goes to APC/Program Review Committee
- ***PROGRAM REVIEW DAY RETREAT*** --Department representatives make oral presentations to APC/College Program Review Committee in an open meeting
- Discussion, dialogue, and comments from APC/Program Review Committee provided to departments in an open meeting
- Academic administrators provide comments



# NOVEMBER 2012

- Department unit written drafts of *Annuals* due November 30, 2012, to Department chairs, co-chairs, and academic administrators

# NOVEMBER 2012

For the disciplines and Honors Program at MVC doing District Comprehensive Instructional Program Review (4-year review) in Spring 2011 and Fall 2012:

1. Draft documents are due October 1 to APC/Program Review Committee
2. APC/Program Review Committee provides feedback
3. Discussions and revisions improve the document
4. APC/Program Review Committee *APPROVES* Comprehensive Instructional Program Review documents and forwards them to the District Instructional Program Review Committee.
  - **NOVEMBER 30 – deadline for approval of *Comprehensives***

# WINTER 2013

- Review drafts of Department *Annuals* and prepare for final presentation and ranking by the APC/College Instructional Program Review Committee
- Consultation with academic administrators on final drafts and priorities
- Dialogue among Department chairs, co-chairs, and academic administrators

# Spring 2013

## FEBRUARY 2013

- Department units meet to review the final draft of the *Annuals*.
- **Evaluation of “Process:”** Department units make recommendations to the APC/College Instructional Program Review Committee for *improvements* to the College’s Annual Instructional Program Review process.

# MARCH 1, 2013

- March 1, 2013—Final, written Department unit documents go to the APC/Instructional Program Review Committee
- APC/Instructional Program Review Committee reviews documents
- APC/Instructional Program Review Committee ranks instructional resource requests 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 Standard 1*)

# MARCH 2013

- Academic Senate reviews the decisions of the APC/Program Review Committee as an information item.
- Prior to the 3<sup>rd</sup> Thursday of the month, Academic Senate sends the *Annals* to the Strategic Planning Committee (SPC) Co-Chairs for dissemination to the Standards-based subcommittees for review, discussion, and action.
- **Evaluation of “Process:”** Academic Senate considers revisions to the Instructional Program Review Process and approves modifications (if needed) to the process.

*Changes to the process are sent to the Department units and to the APC/College Program Review Committee.*

# MARCH/APRIL 2013

- The Standards-based subcommittees of SPC review the instructional unit reviews that relate to the 4 Standards.
  - Institutional Mission and Effectiveness
  - Student Programs and Services
  - Resources
  - Leadership and Governance
- The Standards-based subcommittees bring action items to the SPC for discussion and/or approval.
- The Faculty Co-Chair of SPC reports action items to the Academic Senate.
- The SPC forwards action items to the College President as recommendations.

# MAY 2013

- The Budget Development process begins and planning priorities are identified.
- The Business Services Administrative Unit, working closely with Standard III Resources, identifies needs and matches funding sources to those needs.
- Instructional disciplines begin the Spring 2013 Annual process of assessment projects and curricular review
- **Evaluation of “Process:”** SPC communicates suggestions for improvement to Academic Senate



# 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

## AUGUST 2013

- College President announces budget decisions to Senate and to faculty during FLEX day activities.

## SEPTEMBER/OCTOBER 2013

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

**Department units begin dialogue with disciplines for 2013 Instructional Program Review for October presentations to the APC/Instructional Program Review Committee.**

# Moreno Valley College

## Instructional Program Review Process

### Conclusion

Level of highest implementation ranked by ACCJC: Sustainable,  
Continuous Quality Improvement

- Instructional Program Review is an ongoing, systematic process that is used to assess and improve student learning and achievement.
- Moreno Valley College reviews and refines its instructional program review processes to improve institutional effectiveness.
- The results of instructional program review are used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning.

# Moreno Valley College: Program Reviews Inform Planning, Decision- Making and Resource Allocation

## PROGRAM REVIEW

