

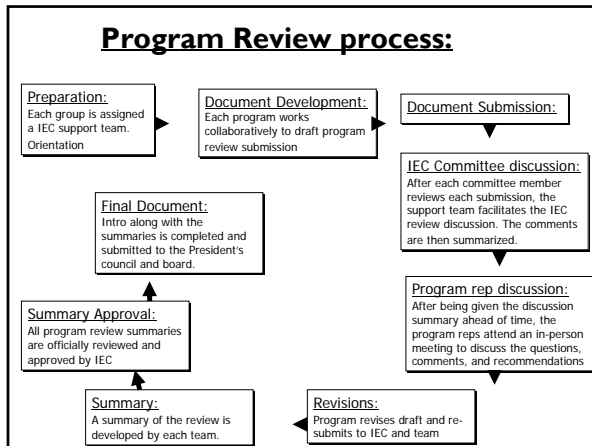
**Institutional Effectiveness Committee
Program Review Orientation
(09/10)**

What we will cover

- Why Program Review (Lynn)
- Program Review Process (Randy)
- Program Review Timeline (Fran)
- Program Review Format (Randy)
- Recommended Document Development Strategy (Fran)
- Tips (Richard)
- IEC website (Kyle)
- Support Team Assignments (Lynn)
- Questions (Richard)

Why program review

- Accreditation requirement
- Reflect on what you have done
- Plan for future
- Contribute to College Strategic Planning



Program Review Timeline

Description	Due Date
Initial Draft	2-09-10
In Person Meeting with IEC	3-09-10 or 4-13-10
Final Revised Report Due	4-27-10

- ### **Program Review Format**
- Program Review Instructions version and Form version
 - Scope of Program (Description of program)
 - Strategic Initiatives (What has been done in your program since the last review and strengths and weaknesses)
 - Program Learning outcomes
 - Future Program Plans and Unit Plans and Budget Requests
 - Summary

Recommended Development Strategy

- Inform your program members that you are beginning the process
 - Solicit input from program members on the individual items
 - Develop draft
 - Have program members review draft
 - Revise document as needed
 - Submit to supervisor for review
- Complete final draft for IEC submission**

Tips

- Provide support documentation and data for your assertions, e.g., we “provide excellent tutoring service to our students”, as evidenced by survey results or by a study examining the effects of tutoring on student success.
- Particularly with requesting new resources or staff provide documentation, i.e. what has been the historical level of service with or without the resources. For example, we have only been able to offer 4 sections at night for the past 3 years.
- If you are identifying needs or plans in the Program Review document, there should be a corresponding Unit Plan and/or Budget request.

IEC Website

- <https://mail.l.gavilan.edu/iec/index.html>

Support Team Assignments

Programs and IEC support teams assignments:

- **Community Development/ Non Credit :** Debbie Amaro (damaro@gavilan.edu) /Richard Alfaro (ralfaro@gavilan.edu)
- **Distance Education:** Debbie Amaro/Richard Alfaro
- **CSIS:** Lynn Lockhart (llockhart@gavilan.edu)/ Michael Giovannini (mgiovannini@gavilan.edu)
- **Community Education:** Randy Brown (rbrown@gavilan.edu) /Erin Crook (ecrook@gavilan.edu)
- **Public Information Office:** Randy Brown/Erin Crook
- **Natural Sciences:** Fran Lopez (flopez@gavilan.edu)/Cathy Campbell (kcampbell@gavilan.edu)/Annette Gutierrez (agutierrez@gavilan.edu)

Questions

- See IEC website:
<https://mail.gavilan.edu/iec/index.html>
- Ask your support team
- Email committee at large: IEC@gavilan.edu
