Program Review Template Instructions & Process

Program Review 2021 continues the redesign that began in 2019.
This **continuation** of the **SWOT Analysis** plus **a series of Supplemental Questions** particularly about **the COVID Crisis** enable Faculty, Classified Professionals, and Administrators to review *Program Level* Outcomes and Challenges consistently and also responsively, acknowledging our current Context.

These are the Sections:

1. Program Analysis (see page 3 of the form)
There are five categories with a total of 17 questions
- Program personnel should answer each of the questions with short paragraphs or bullet points, capturing their analyses of Strengths, Weaknesses, Opportunities, Threats, and addressing Supplemental Questions (see definitions in the form)
- Three of the questions are related to the Program Level Data each Program will receive.
- Two questions are related to PLOs.
- The other eight questions are based on your expertise and external (community, industry, or discipline) trends or feedback.
- The four Supplemental Questions give opportunity for PARTICIPANTS to reflect on the total impacts of the COVID-19 crisis and record reflections for future planning and study.

2. Two-Year Goal Analysis, Goal Setting and Activities (see page 3 of the Template)
- Identify the three measurable Goals your Program set in 2019, and analyze progress
- Discuss Progress toward completion
- If not completed, will this Goal continue into the next round of Program Review? What are the new measurable steps?
- If completed, what new Goal will take its place?
Set three measurable Goals to work toward in the next two years (plan using the new Mission, Vision, and Values statements)
- At least **one Goal** should be focused on **mitigating** identified **gaps in student subpopulations**
- Each **Goal** should **link** to one of the five newly approved **Values** statements
- Examples of potential Goals are illustrated on the last page of these instructions
- **3-5 Activities** should be listed that **directly lead** to one or more of your **Goals,** along with anoutcome or deliverable with an identified deadline

3. Resource Requests (see page 7 of the Template)
List the **Resources** that will help you accomplish the **Activities and Goals** you identified.
- Provide a brief description of the request, illustrating how it will help reach program goals
- Be specific regarding professional development requests and link to established goals
- Provide estimated costs for any resource requests
- How will you measure the effect of specific resources on the likelihood that students will complete learning outcomes, reach educational goals, and/or reduction of disproportionate impacts in your program?

"Program" Definition

At MJC, we define program in three ways:

1. Program Awards
2. Program Majors
3. A coalition of similar instructional areas

For the purpose of Program Review, instructional faculty will use the definition of program awards. This is consistent with the focus on completion. You will review data related to program outcomes, which can only be collected by awards.

There are programs that do not have associated awards (e.g. Library, Counseling, Dual Enrollment, Student Service areas, Auxiliary Services and others). In those cases, you will review different data you typically collect for the program and/or Service Area analysis.

Process and Timeline

For this cycle, you will use the Word template as a working document.

- You may want to load it into a site such as Google Docs to enable shared access as you work on the draft with colleagues.
- When it is ready to submit, the data will be uploaded into a Qualtrics survey platform, enabling Deans and others to review and observe aggregated goals.

==The deadline for Program Reviews to be submitted to deans is September 12, 2021.==
==The College will hold a Program Review Party on September 24, 2021.== All Faculty, Classified Professionals, and Administrative Staff will be invited to an afternoon of reviewing Program Reviews, including providing comments on Analysis, Goals, and Activities. *If possible, we will have this PR Party live with the option to attend via Zoom for those who wish.* Each Participant will note overall impressions of common themes, model ideas, and consistent areas where Programs are proposing improvement. Feedback will be collected and synthesized by the Program Review Workgroup.

Deans will review Analyses, Goals, and Resource Requests from each Reporting Program.

- They will use the information from all Reporting Programs to develop a Division Administrative Review, encompassing overarching Analyses, Goals, and Resource Requests.
- Resource Requests should go through the same Review and Ranking Process currently used by divisions to prioritize.
- Professional Development requests should be organized into like categories.

==The deadline for Deans to submit Administrative Review is October 10, 2021.==

Prioritized Resource Requests will be **categorized** and forwarded to the **Resource Allocation Council** for consideration of Resource Allocation by **October 15, 2021.**

Vice Presidents will review Analyses, Goals, and Resource Requests from each Reporting Division. They will follow a similar synthesizing approach as the Deans employed.

The deadline for Vice Presidents to complete Administrative Review is November 8, 2021.
==The Program Review workgroup and Office of Institutional Effectiveness will publish Program Review findings, including highlights and trends, by December 3, 2021.==

TIMELINE

Date	Action	Responsible
September 12	Program Personnel submit Program Review	Programs
September 24	Campus-wide Program Review Party	MJC Constituents
October 10	Deans review program submissions, submit Administrative Review	Deans
October 15	Prioritized resource requests are categorized/forwarded to RAC	Institutional Effectiveness
November 8	Vice Presidents review divisions and submit Administrative Review	VPs
December 3	MJC Program Review Findings published to campus	IE & PR Workgroup