Program Review

How academic quality is improved!
Outcomes

- Learn about PR process.
- Learn about and location of PR, assessment, and IR resources.
- Understand how the Self Study will be evaluated.
- Review one strategy for inclusive participation of Self Study and five year plan.
- Understand the post review process and its utility.
Why program review?

- Your program’s regular check up...
  - Gather numbers and qualitative data
    - Enrollments, majors and graduation numbers
    - Quality of program and graduates
    - (sounds like educational effectiveness, yes?)
  - How to improve the program?
    - Need evidence to demonstrate need
    - Discussion of options for improvement
    - Assessment data can sometimes upset the conventional wisdom
    - PR recommendations can make a difference
Program review—the circle

1. **Gather Data (evidence)**
2. **Interpret the data**
3. **Make decisions based on evidence to improve outcomes**
4. **Resource allocation or reallocation if needed to improve outcome delivery**
5. **Mission/Purposes**
   - **Goals**
   - **Outcomes**
6. **Implement methods to deliver outcomes and methods to gather data**
What’s on tap?

- The different stages of program review
- Program Review website and Schedule
  - New tools: the interactive “Data Mart” and pre-built alumni survey
- Suggestions for self study preparation
- Rubrics for evaluating self studies
  - Explicit section on program outcomes assessment
  - Explicit inclusion of a Program Five Year Plan with changes based on evidence in the Self Study
- Annual reports on assessment efforts
Steps in Program Review

- The preparation year (this year)
- The review year
- Post review
This year: the preparation year

- Gathering Data
- Writing the self study
- Developing a Five Year Plan
- Finding candidates for external reviewers
- This impacts and should involve ALL faculty members
Self Study: Contents

- 1.0 History, Mission, Goals, and Objectives
- 2.0 Program Data
- 3.0 Curriculum and Instruction
- 4.0 Assessment of Program LEVEL SLOs
- 5.0 Department Faculty
- 6.0 Student Engagement, Outreach and Recruitment
- 7.0 Program Self Recommendations
- The Five Year Plan
Self Study preparation

- Establish working groups that will address different sections of the Self Study.
- Utilize existing standing committees (e.g., the curriculum committee addresses the curriculum section, the appropriate faculty committee addresses the faculty section, etc.).
- Develop a timeline for drafts to be finished.
- Establishing coordination and communication mechanisms.
- Complete a draft of the Self Study by/before early Spring Semester.
  - The faculty can discuss it and reflect on the data with a view toward developing the core goals of the Five-Year Plan for the program(s).
The gateway for Program Review information.

- PR website
  - http://www.calstatela.edu/academic/aa/avp-ap/ProgramReview.php
- Links to many resources
  - The schedule:
  - Frequently asked questions.
Resources

- The PR web page
- Institutional Research for student, alumni, and utilization data
- Equity and Diversity Office for faculty data
- The Program Review director
At the IR web site
http://ir.calstatela.edu/ir/Data/COLL.html

“Interactive Reporting” – provides real time data.

Reports for the PR Self Study may be exported to Excel.
The alumni survey

- An alumni survey has been developed with the help of Alumni Relations and Institutional Research.

- [https://survey.calstatela.edu/checkbox/test083109.aspx](https://survey.calstatela.edu/checkbox/test083109.aspx)
Other types of data and studies

- Institutional Research has helped many programs with different research projects that inform their assessment and programmatic needs.
For years, there have been directions, but no expectations for Self Study preparation.

PRS developed a rubric to describe expectations for informative Self Studies (see your materials).

Specific sections of Self Studies required more detail (assessment and Five-Year (formerly Strategic) Plan).
<table>
<thead>
<tr>
<th>Progress</th>
<th>Stage Element</th>
<th>DEVELOPED (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Learning Outcomes (SLOs)</td>
<td>Student learning outcomes specific to program and measurable.</td>
</tr>
<tr>
<td></td>
<td>Curriculum/Program Mapping</td>
<td>Courses are listed and are linked to SLOs. Clear levels of learning are defined for SLOs at all levels (I, D, M). Some mapping evident. Program level outcomes map to college and institutional outcomes.</td>
</tr>
<tr>
<td></td>
<td>Methods/Measures</td>
<td>Multiple methods and measures used and linked to SLOs. Assessment at only 1 level of learning. Indirect and direct methods used.</td>
</tr>
<tr>
<td></td>
<td>Assessment Infrastructure</td>
<td>Faculty committee and program faculty communicate regularly. Admin support evident and evidence seen of regular data collection. Regular use of technology seen.</td>
</tr>
<tr>
<td></td>
<td>Presentation and Publication of Findings</td>
<td>Findings explained and available online, current and accessible and some are linked to SLOs or standards. Some students are aware of findings</td>
</tr>
<tr>
<td></td>
<td>Use of Findings</td>
<td>Findings discussed among faculty, issues are identified and changes are made to program (e.g. pedagogy, courses changed or added) Annual reports seen.</td>
</tr>
</tbody>
</table>
# The 5-Year Plan

<table>
<thead>
<tr>
<th>Progress</th>
<th>Stage Element</th>
<th>DEVELOPED (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Internal Recommendations</strong></td>
<td>Recommendations and concerns identified in the PR self-study are partially addressed.</td>
</tr>
<tr>
<td></td>
<td><strong>Curricular Changes</strong></td>
<td>Specific curricular changes are discussed as they are affected by emerging developments using recent supporting data.</td>
</tr>
<tr>
<td></td>
<td><strong>Student Factors (including SLOs)</strong></td>
<td>Some student factors based on trends are described. Preliminary planning in the areas of curriculum, outreach, scheduling and student retention are documented.</td>
</tr>
<tr>
<td></td>
<td><strong>Resources</strong></td>
<td>Preliminary analysis of adequacy of resources for 5-yr period. Needs are identified but not based on program priorities or data.</td>
</tr>
<tr>
<td></td>
<td><strong>Action Plan and Timeline</strong></td>
<td>Preliminary action plan included. May include revised curriculum, timeline for task, person/committee, responsible, and cost.</td>
</tr>
</tbody>
</table>
Accredited programs (with external reviewers)

- These programs may opt to use a modified Self Study report (MSSR).
- Most accreditation agencies require elements in their Self Study that are similar to those in the Cal State LA Self Study (and usually many that are beyond the scope of the Cal State LA Program Review requirements).
- In most cases, these programs can use the MSSR matrix (a selected portion is shown on the next slide).
<table>
<thead>
<tr>
<th>PROGRAM REVIEW SELF-STUDY SECTIONS</th>
<th>ACCREDITATION SELF-STUDY SECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. History, Mission, Goals, and Objectives</td>
<td>Refer to page numbers or use hyperlinks to the relevant portion of an electronic document submitted with the MSSR</td>
</tr>
<tr>
<td>Overview and history</td>
<td></td>
</tr>
<tr>
<td>Changes in goals and objectives</td>
<td></td>
</tr>
<tr>
<td>Recommendations from last program review and responses</td>
<td></td>
</tr>
<tr>
<td>Accrediting body recommendations and responses</td>
<td></td>
</tr>
</tbody>
</table>
The review year

- External Review
- Internal review (Meetings, meetings, meetings, with you, the College Dean, and the committee meets most of all)
  - Committee review of self study and external reviewers report
  - Questions
  - Drafts of recommendations
  - Draft of the final summary report
The review year

- External reviewers selected by PRS prepare a review document that contains recommendations and commendations after visiting the Program, meeting with the Program faculty and students as well as College and University administrators.
- PRS examines both the self-study and the external reviewers' report. PRS meets multiple times with the program representative(s) and the College Dean(s) to forge the final summary report that contains commendations and recommendations (addressed to the program, College and University as appropriate).
Post review

- The action plan
  - Development
  - Execution
- Reporting
  - The annual report
The Program Chair will meet with the College Dean to discuss the report and collaboratively develop an Action Plan to implement the recommendations in the report.

The action plan has roots in the Five-Year Plan and reflects the recommendations of PRS and accreditation bodies (if any).

The Action Plan will specify the goals and objectives for implementation before the next review and the steps to be taken by all participants to accomplish them.
Annual reports

- Will be due the first Friday of May... this AY, Friday, May 5, 2017.
- The annual report is important for several reasons.
  - It will be a piece of your next Self Study, both as an appendix and summarized in your assessment section.
  - It is an odometer reading on your progress in accomplishing the goals the program set in its action plan (are we there yet?).
Questions?