

Modified Program Review Workshop

Writing a Good Modified Self Study Report

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Agenda

- ▶ What is a Modified Self Study
 - ▶ Review the MSSR Template
 - ▶ Developing Self Recommendations
 - ▶ Preparing the Five-year Plan
 - ▶ Review Process–Meeting with PRS Committee
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What is a “modified self study”?

- ▶ A report that is derived from the most recent accreditation self study which contains the materials required for the Cal State LA program review self study.
 - It doesn't require as much effort
 - It may require material beyond what is in the accreditation self study.
 - Because accreditation may not address all Cal State LA PR requirements
 - For example, the five year plan, meeting ILOs, GE assessment
 - It contains all the items and discussion in the self study for a non-accredited program

Preparing a modified self study

One way is to take all your accreditation documents and place them in a series of binders. (NOT)

1. The MSSR matrix is your table of contents. The rubric provides the committee's expectations.
2. Second, how is your accreditation self study put together? Lots of paper with no electronic files? Or many electronic files. In any case, locate the sections that correspond to the MSSR headings.
3. What's missing? If sections are not addressed, the program must develop those sections to submit with the report.
4. Combine the pieces– if you have electronic documents, you can generate a table of contents in MS word that will help the committee, If it's all paper documents, then a binder with tabs to delineate the sections makes review much smoother.
5. Your Dean needs to review this document before it get sent to Academic Affairs/ALO.

The MSSR matrix (a fragment)

PROGRAM REVIEW SELF-STUDY SECTIONS	ACCREDITATION SELF-STUDY SECTIONS
1. History, Mission, Goals, and Objectives	Refer to page numbers <i>or</i> use hyperlinks to the relevant portion of an electronic document submitted with the MSSR
Overview and history	
Mission, Goals and objectives	https://spcc.calstatela.edu/mission_statement.php
Changes in goals and objectives	
Recommendations from last program review and responses	
Accrediting body recommendations and responses	

The 5-Year Plan

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

The review year

- ▶ Internal Review (Meetings, meetings, meetings, with you, the College Dean, and the PRS committee meets most of all)
 - ▶ Committee review of MSSR Questions
 - ▶ Drafts of recommendations
 - ▶ Draft of the final summary report
 - ▶ MOU
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What are items that PRS usually finds lacking?

- The five year plan– How you plan to improve your program(s)
 - An assessment plan to cover the next five years
 - What should be in that plan?
 - Hiring plan– what areas, numbers, timing (and why!)
 - Curriculum updating/modification (and why!)
 - Student factors/engagement– advising might be discussed here.
 - Addressing program and accreditation recommendations
- Evidence for the needs
- Perhaps a look at retention and graduation rate–
 - This can be a real positive for some programs

Post Review

- ▶ The action plan
 - Development
 - Execution

- ▶ Reporting
 - The annual report

After the Summary 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.
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Annual reports

- ▶ Will be due in April
 - ▶ 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?).
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Questions?

