

PROGRAM REVIEW ENHANCEMENT: 2016-17

OVERVIEW

In the Fall of 2016, Skyline College engaged in a collaborative effort to assess and refine the program review process including the instruments utilized in comprehensive program review (CPR), annual program planning (APP), and administrative leadership unit review (ALUR). This work was prompted by the following factors:

- ▶ Faculty from the Curriculum Committee expressed a desire to streamline and improve upon the existing program review processes.
- ▶ SPOL, an online planning system, was acquired in 2016 through IEPI grant funds in order “to enhance the planning and resource allocation processes, adopt a technology-driven system with the ability to document, aggregate, and automate program/college-level plan components.”
- ▶ PRIE had an interest in working with faculty to build upon the foundation of the existing process and incorporate recommended improvements in the initial implementation of SPOL.
- ▶ Efforts align with Accreditation Standard I.B.9. which says, in part, “The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality.”

WHO WAS INVOLVED?

The dialogue and related work which occurred included faculty, staff, and an administrator who were also serving in roles as chairs, co-chairs, or members of the:

- ▶ Curriculum Committee
- ▶ Strategic Planning and Allocation of Resources Committee (SPARC)
- ▶ Institutional Effectiveness Committee (IEC)
- ▶ Office of Planning, Research, and Institutional Effectiveness (PRIE)

The specific individuals and their roles are as follows:

Dennis Wolbers	Librarian; Co-Chair of Curriculum Committee
Jacque Escobar	Counselor/Articulation Officer; Member of Curriculum Committee and Institutional Effectiveness Committee (IEC)
Jessica Hurless	Assistant Professor; Member of Curriculum Committee
Karen Wong	Coordinator of Institutional Effectiveness; Chair of Institutional Effectiveness Committee (IEC) and Member of Strategic Planning and Allocation of Resources Committee (SPARC)
Zahra Mojtahedi	Planning and Research Analyst; Member of Institutional Effectiveness Committee (IEC)
Cheri Jones	Interim Dean of Planning, Research, and Institutional Effectiveness; Co-Chair of Strategic Planning and Allocation of Resources Committee (SPARC) and Member of Institutional Effectiveness Committee (IEC)

WHAT HAPPENED DURING THE PROCESS?

- **Fall 2016** – Curriculum Committee representatives reached out to PRIE about program review
- **October 2016-January 2017** – Meetings were held monthly
 - Identified concerns about current process and forms
 - Determined goals for refining the existing process
 - Suggested potential solutions, verbiage, and other ideas
 - Developed and vetted draft forms to be converted to online version
- **October 2016** - PRIE reviewed all CPR feedback forms submitted in the last two years
- **December 2016-January 2017** – Drafts of new CPR, APP, and ALUR forms were translated from the paper version to the online SPOL system
- **January 2017** – Demo of the draft CPR in SPOL
 - Group provided feedback and suggested minor adjustments to be made prior to forwarding the drafts for review through established governance channels

INTENDED OUTCOMES OF PROGRAM REVIEW ENHANCEMENTS

Intent	Result
Streamline forms to improve clarity and reduce redundancy	Completed
Develop new and/or modify existing forms to provide an instrument appropriate for Student Service areas	Completed – new version appropriate to both Instruction and Student Services
Provide feedback mechanisms within program review with a particular focus on resource requests	In Progress - SPOL includes feedback mechanisms
Create better alignment between CPR, APP, and ALUR processes	Completed – new crosswalk documents alignment
Eliminate issues with the fillable PDF form such as shrinking fonts	In Progress – PDF to be replaced by SPOL
Incorporate the improvements into SPOL	In Progress
Provide clear timelines for CPR, APP, and ALUR development, review, and resource allocation	Completed – SPOL timeline aligns with previously adopted IPRAC model

NEXT STEPS

Spring 2017

- Draft forms to be reviewed and recommended through governance groups
- SPOL training (APP, ALUR, Accreditation Evidence)
- Begin using SPOL for APP and ALUR cycles

2017-2018

- SPOL Training (CPR)
- Begin using SPOL for CPR cycles
- Begin storing accreditation evidence in SPOL
- SPOL Training (Accreditation Self-Evaluation)

2018-2019

- Develop accreditation self-evaluation in SPOL

2019-2020

- Accreditation site visit
- SPOL provides evidence of integrated program review, planning, and resource allocation