



Antelope Valley College
Program Review Handbook

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1) Program Review Process

a. *Background Information*

At Antelope Valley College, program review is part of the overall planning and institutional effectiveness process. It is a collaborative process for goal planning and evaluation aimed at supporting faculty, staff, and administrators with continually refining and improving program practices resulting in appropriate improvements in outcome findings and student achievement. Every program, operational area, and service in the district undergoes an annual systematic self-evaluation process and institutionally based peer review.

The primary purpose of program review is to provide ongoing assessment of institutional advancements in effectiveness. The information gathered during this process provides a basis for informed decision-making by faculty, staff, and administration regarding the future of the institution and resource allocations by the Strategic Planning Committee. Budget requests to the Budget Committee will only be reviewed if supported by a current Program Review Report.

Accreditation standards reflect the importance of program review in sustaining continuous quality improvement. Evaluations, Planning, and Improvement, a theme of accreditation emphasized throughout the standards, requires colleges to maintain an ongoing and systematic cycle of evaluation. This planning cycle is accomplished in part by the program review process. Program review permits the district to evaluate, set goals, distribute resources, implement goals, and then re-evaluate.

The program review process aids programs in:

- Strengthening programs through self-reflection and improvement.
- Generating continuous and ongoing dialogue about how outcomes findings and student achievement can be enhanced through program and service improvements.
- Evaluating their contribution to achieving the college mission, vision and Institutional Learning Outcome findings (ILOs).
- Helping programs clarify outcomes and goals in alignment with the Educational Service Plan (ESP).

b. *Guiding Principles*

Program review is utilized by the program to assess its effectiveness and create plans to improve outcome findings and advance student achievement. It is not a process for evaluating individual performance or for program discontinuance.

The following principles should guide the program review process:

- **Collegiality:** The process should be a faculty/staff-driven, collaborative process guided by a spirit of respectful, open and honest inquiry.
- **Relevance:** The process should analyze appropriate data to answer important questions for the program, support planning and identify resource needs.
- **Practicality:** The program review report should be as complete and concise as possible.
- **Effectiveness:** The process should result in a clear sense of direction and accomplishment for participants. Program goals and resource needs identified through the program review process should be linked to the District's Strategic Plan Goals.
- **Timeliness:** Drafts of program reviews may be due earlier as requested by supervisors. A finalized Program Review Report must be completed and submitted to the Program Review Faculty Co-Chair annually by November 15th

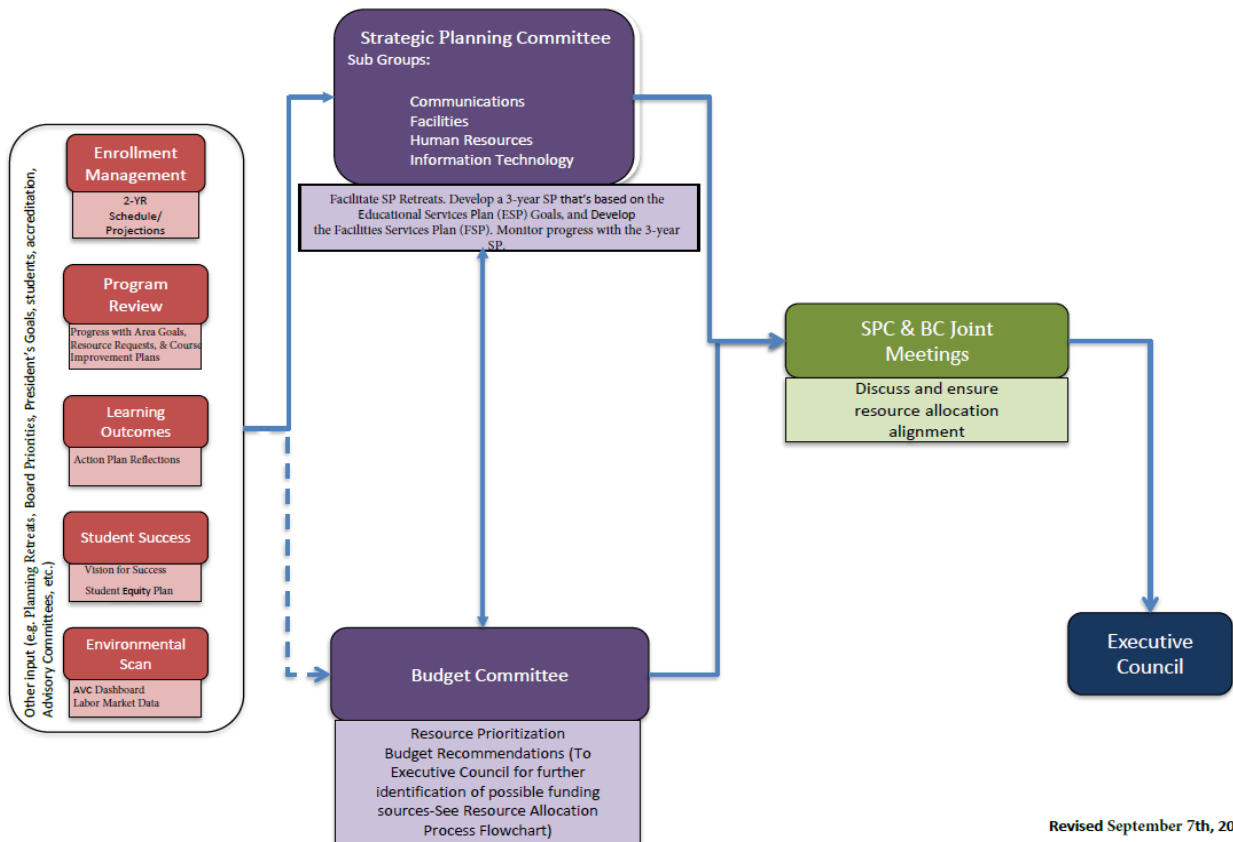
c. *Integration with Outcome Data and Improvement Plans*

Outcomes Data and Course Improvement Plans (CIPs) or Outcomes Improvement Plans (OIPs) – Programs are asked in the program review process to analyze assessment results for Student Learning Outcome findings (SLOs), Program Learning Outcome findings (PLOs) and Operational Outcome findings (OOs) as well as incorporate Course Improvements Plans and/or Outcomes Improvement Plans, which are derived from the faculty/staff analyzing the outcomes findings and creating plans for improvement. The program review report helps to connect the process of gathering outcomes findings, analyzing those findings and then writing improvement plans to the planning for the program. These CIPs and OIPs are often closely related to program review goals and help the faculty/staff reflect on what resources they may need to drive student-centered improvement.

d. *Integration with Strategic Planning*

The information gathered during the program review process supports informed planning by faculty, staff, and administration regarding the future of the institution and resource allocations. Program Review Reports will be made available to the entire community online. Ongoing program assessment creates a culture of informed decision-making and quality improvement. The following flow chart shows the overall linkages between program review and other aspects of district planning.

Strategic Planning Committee (SPC) and Budget Committee (BC)



e. *Program Review Report Process*

As in the accreditation model, the preparation of the annual Program Review Report is viewed as the primary vehicle by which the faculty and staff directly involved in the program under review assume responsibility for assessing and improving program practices. The written report shall include an analysis of outcomes findings. Academic programs will also examine student achievement. The program identifies specific goals and plans for improvement that support the college mission, vision, ILOs, and Educational Service Plan.

The report writer(s) shall rely upon quantitative and qualitative data as a basis for preparing and writing the report. The program may analyze data to examine trends and address any achievement and equity gaps in evaluating the program. The source of data used to support trends or conclusions shall be identified in the program review report. Should assistance be needed with accessing, interpreting, and utilizing the data, the Department of Institutional Effectiveness, Research, and Planning can be contacted at its webpage under data dashboards for an [individual or team session](#).

While the program administrator is ultimately responsible for the presentation of the

Program Review report, all full-time faculty and staff involved in the program shall collaborate and participate in the preparation and review of the document. Adjunct faculty and part-time staff will be encouraged to participate in the process.

Each program should select program representatives who will provide organizational leadership for completion of the review; Department Chairs coordinate the work in academic divisions. The effort to reach consensus by the program administrator and staff of the program, especially on major goals and objectives, should be viewed as a central feature of the evaluation and planning process.

Programs will have support from the Department of Institutional Effectiveness, Research, and Planning. Data will be provided for academic disciplines and will be made available through the Program Review webpage and links in the Program Review Report Template. Additional data not included in the standard data set may be requested from the Institutional Effectiveness, Research, and Planning webpage by completing a [research request form](#).

2) Writing the Program Review Report

a. *Initial Planning and Training*

The Program Review Committee will provide general training and workshops to the campus community, as well as training and workshops for specific divisions and/or departments.

- Directors, Deans and Department Chairs should help coordinate training, planning and organization of the Program Review reports for their areas.
- As many faculty and staff should attend training / workshops as possible, in order to make the program review process a collaborative effort.
- There is complete training for program review available to everyone in Canvas.

b. *Timeline*

➤ August - September

- Discuss program review procedures and guidelines within the program.
- Develop detailed task list and timeline which allows adequate time to write, review, discuss, and revise drafts.
- Write Course Improvement Plans (CIPs) and/or Outcomes Improvement Plans (OIPs) in response to Outcomes data gathered in prior academic year (due by September 30th).
- Obtain, review and analyze Institutional data provided for Program Review Reports.
- Gather any additional information the program deems necessary, such as student surveys, stakeholder feedback, and other external information.
- Request additional data, if needed, from the Department of Institutional Effectiveness, Research and Planning **at least two weeks in advance**.

➤ October – November 15th

- Review prior Program Review Reports and peer review feedback.
- Review Course Improvement Plans and/or Outcomes Improvement Plans from current and prior year.
- Engage in dialogue about outcomes findings and their connection to college ILOs and Strategic Goals, program review data
- Prepare draft of Program Review Report.
- Share and discuss draft report, make revisions.
- Review and finalize the Program Review Report.
- The program administrator emails the report to the Faculty Program Review Co-Chair by November 15th for peer review by the Program Review Committee.

➤ December - February

- Each Program Review Report will be read by a peer review team, made up of members of the Program Review Committee. The peer review team will provide feedback and recommend either acceptance of the report or conditional acceptance with requested revisions. If the report is insufficient or lacking in some way, the peer review team may send the report back the program administrator to request that report writers make specified revisions in order to gain full acceptance of the report.
- Program Review Faculty Co-Chair will forward an electronic copy of the Peer Review Report to the program administrator. The program administrator will disseminate the Peer Review Report to the faculty/staff within the program being reviewed.
- Upon acceptance of the Program Review Reports by the Program Review Committee, the Program Review Faculty Co-Chair will post the reports to the Program Review webpage.

➤ February - March

- Program Review Faculty Co-Chair will notify the Academic Senate, Strategic Planning Committee and Budget Committee of the acceptance of the Program Review Reports. The Strategic Planning Committee and Budget Committee will then utilize the Program Review Reports in their planning process as a basis for informed decision-making by faculty, staff, and administration regarding the future of the institution's programs and resource allocations.

c. *Template for Program Review Report*

The current version of the Program Review Report Template can be found in Program Review Training in Canvas. For those not yet enrolled, the link to the Program Review Training in Canvas can be found on the Program Review webpage.

d. *Peer Review Guidelines and Procedures*

All Program Review reports will be read by a peer review team comprised of at least two members of the Program Review Committee. The peer review team will be guided by the program review process and objectives and examine the report using the Program Review Peer Review Form, which can be found on the Program Review webpage.

Each member of the peer review team will:

- Note their general reactions to and perceptions of the report
- Identify areas that require clarification, verification, or additional information.
- Provide constructive criticism to help writers improve the report in the future.
- Recommend either acceptance of the report, or, in the case that the report is incomplete, send the report back for revisions. The report writer(s) will need to make specified revisions to the report.

If the peer review team cannot reach consensus on rubric scoring and/or comments to the report writer(s), the Program Review Co-Chair(s) or designee will read the report and collaborate with the peer review team to determine the majority view.

The end result will be a Peer Review Report confirming the Program Review Report is complete and the program documented data use to inform goals and other decisions intended to improve outcomes findings and/or student achievement.

The Program Review Co-Chairs shall serve as resources for Program Review Committee members and monitor the peer review process. They shall serve as liaisons between the committee members and other district employees.

Upon full approval of the Program Review Report, the Program Review Faculty Co-Chair will forward the Peer Review Report to the program administrator of the program under review. The program administrator will disseminate the Peer Review Report to the faculty/staff within the program being reviewed, to be used to validate their work and drive continuous improvement.