1. **What is Program Evaluation and Planning?**

Program Evaluation and Planning is one of the key components used in measuring Napa Valley College’s institutional effectiveness. It is a process of self-study, evaluation, and planning. The primary objective of Program Evaluation is to assure the quality of all programs (including instructional, student services, and administrative services), promote student success, and ensure the effectiveness of institutional support for programs. It is not the purpose of this review to reduce, eliminate, or otherwise negatively impact the unit being reviewed or its faculty and staff. Nor will this process alone result in the enhancement of program budgets or staffing.

The Program Evaluation process yields a list of program priorities and goals. These priorities and goals form the foundation of the program’s plan for the next five years. Each program’s requests for resources are linked directly to the goals identified by the program and by the college. Program-level requests for resources are considered, combined, and prioritized by the Instruction Council (for instructional programs), the Student Services Council (for student services), and the President’s Cabinet (for administrative services).

The process is designed to:

1. Evaluate college programs and services as they relate to the mission of the college.
2. Set and evaluate unit goals and objectives to ensure their effectiveness in meeting the needs of the students, staff, and community.
3. Compile and disseminate information for the evaluation of existing programs and services, ensure compliance with all appropriate internal and external standards, and serve as the basis for future planning to improve the quality of all college programs and services.
4. Ensure effective use of resources.
5. Comply with Title V, accreditation, Ed. Code, and matriculation requirements.
2. Is Program Evaluation and Planning required?

Yes. Accreditation, Title V, and NVCCD Policy all require that the college have a process to evaluate the effectiveness of its programs and services.

NVC’s process responds to two of the recommendations made by the Accrediting Commission for Community and Junior Colleges (ACCJC) team in its report to the commission in October 2003.

Recommendation 2. The team recommends that, as soon as possible, and with college wide participation, the college review and revise the college strategic planning process, including rewriting the college mission statement and evaluating the coordination, integration, and implementation of program review and college-wide planning and budgeting.

Recommendation 3. The team recommends that the college develop an effective, evidence-based program review process for implementation as early as possible.

Several of the ACCJC standards, by which Napa Valley College is measured, relate to program evaluation and planning:

Accreditation Standard I, B: Improving Institutional Effectiveness
The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

Standard II, A.2.e.
The institution evaluates all courses and programs through an on-going systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.

The institution evaluates student support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.
3. **How often must a Program Evaluation and Plan be completed?**

Program Evaluation and Planning must be completed every six years. Each unit has the opportunity to update their evaluation and/or plan each year, if the need arises. Vocational Programs must update their evaluation and plans every two years, to comply with Ed. Code regulations.

4. **What is the value of Program Evaluation and Planning for the Program/Service/Unit?**

- Identify the successes and weaknesses of the program
  - Program mission
  - What works well
  - What needs improvement
- Improve the program
  - Student success
  - Curriculum/services provided
  - Client/student satisfaction
  - Methods of delivery
  - Scope, limitations of delivery
  - Service to match the needs of students/clients
  - Working relationships with related programs
- Maximize the possibility of obtaining resources
  - Staffing
  - Staff development
  - Equipment/technology/learning resources
  - Facilities
  - Budget
- Enhance the promotion of the program
  - Document success
  - Communicate scope
  - Market the program
  - Highlight innovations
5. **What is the value for Napa Valley College?**

- Validation of student achievement and outcomes and program effectiveness.
  - Maximize student success and goal attainment
  - Validate the program’s relevance to the college mission
  - Evaluate the effectiveness of overall college management
- Input for strategic planning
  - Assess and evaluate progress toward strategic goals
  - Identify trends in performance and community demand
  - Identify needs for:
    - Facilities plans
    - Technology plans
    - Staff development
- Allocation of resources
- Meet ACCJC accreditation requirements

6. **Where and when do I get data for my program’s evaluation?**

The Office of Research, Planning, and Development will assist in development of surveys during the spring semester. You will receive the data packet, including survey results, from the Office of Institutional Research in the fall.

7. **Who is responsible for completing the Program Evaluation and Plan?**

Essentially, all faculty and staff have ownership of their respective program’s Evaluation and Planning process. The process should be as inclusive as possible and may vary from program to program. A PEP team leader should be identified.

8. **How long does my department have to complete the Program Evaluation and Plan?**

The timeline for completing the two part PEP report spans from January through mid October. This schedule has been coordinated with the college’s planning and budget cycle and with the curriculum approval process. Part 1 of the report is to be completed before the end of the spring semester. Program data and survey results will be prepared during the summer. Part 2 of the report is due in mid-fall. This schedule allows enough time for each program’s report to be reviewed by a verification team before the annual planning and budget cycle begins.

See the annual timeline for due dates.
9. **What happens after the PEP report is completed?**

All Program Evaluation and Planning Reports will be confirmed by verification teams made up of faculty and staff who completed the PEP process the previous year and those scheduled for PEP the following year. Each verification team will review one or two reports to verify the accuracy and completeness of the report and plan. The verification team chairs will present the PEPR and verification team summaries at a college forum sponsored by the Planning and Budget Committees. Finally, the appropriate Vice President or President will prepare a short letter summarizing their recommendations.

Each year, the results of PEP will be reported to the Board of Trustees.

10. **What happens to Schedules A-J?**

The programs’ plans and budget requests (schedules A-J) will be included in division/budget center plans and budget requests for the following year, forwarded to the appropriate V.P. or President, and prioritized along with all of the other requests.

In addition, copies of the schedules are distributed, as follows, so that program needs are broadly known and resources may be sought to support those needs:

- **Schedule A** – Division Chair
  Research, Planning and Development
  Planning Committee

- **Schedule B** - Human Resources

- **Schedule C** - Business & Finance Office

- **Schedule D** - Division Chair
  Office of Instruction

- **Schedule E** - Information Technology
  Technology Committee

- **Schedule F** - Facilities Services

- **Schedule G** - Teaching and Learning Center
  Staff Development Committee

- **Schedule H** - Library & Learning Resources

- **Schedule I** - Office of Institutional Research

- **Schedule J** - SLO and Assessment Coordinator and Committee