

Orientation for Participants in Fall 2022 Program Review Process

Information Covered:

- Program Review Support Team
- Timeline (including workshops)
- Sections of the Program Review Report Form
- Descriptions of State of the Program (Viability, Stability, Growth)
- Questions

Participants in Fall 2022 Program Review Process:

Program	Lead Writer	Supervising Administrator
Accounting	Claudette Shatto	Douglas Marriott
Business Administration	Claudette Shatto	Douglas Marriott
Chemistry	Josh Hanson	Bob Van Der Velde
Earth Sciences	Cari Roughley	Bob Van Der Velde
Emergency Medical Services	G. Scott Rose	Bob Harris
Entrepreneurship	Claudette Shatto	Douglas Marriott
Health Occupations	Bob Harris	Bob Harris
Humanities	Mandisa Wood	Bob Van Der Velde
Kinesiology	Kelly McCann/Jerry Dunlap	Bob Harris
Non-Credit Programming	Shawntel Ridgle	Douglas Marriott
Sociology	Naomi Chianese	Douglas Marriott
Studio Arts	Amanda Badgett	Bob Van Der Velde
Viticulture & Winery Technology	Paul Gospodarczyk	Douglas Marriott
Welding Technology	Eric Wade	Douglas Marriott

Program Review Support Team:

Member(s)	Contact for Questions Regarding:	Extension	Email
Robyn Wornall	<ul style="list-style-type: none"> ○ Program Review Process (General) ○ [Data Analysis] 	X 7192	RWornall@napavalley.edu
Bryan King	Data Analysis	X 7194	Bryan.King@napavalley.edu
Seth Anderson	Curriculum	X 7788	Sethe.Anderson@napavalley.edu
Chris Howe	Learning Outcomes Assessment	Email	Christopher.Howe@napavalley.edu

*Note: RPIE does not update or redo the data and analysis for programs that do not complete the program review process during the assigned academic term.

TIMELINE FOR PROGRAMS UNDERGOING PROGRAM REVIEW

FALL 2022

Date	Program Review Activity	Responsible Party
ACADEMIC TERM		
Summer 2022	<ul style="list-style-type: none"> [Complete analysis for fall 2022 programs] 	RPIE
FALL 2022		
Aug 26, Fri. 11:00-12:00 Library, Rm 1738	<ul style="list-style-type: none"> Orientation for 14 instructional programs undergoing review Include lead writers and administrators 	VPAA & Dean, RPIE
Week of Aug 29	<ul style="list-style-type: none"> Program Review template containing data (for Section I) distributed to Program Coordinators 	RPIE
Sept 9, Fri. 11:00-12:00 Library, Rm 1738	<ul style="list-style-type: none"> <u>Workshop</u>: Data (Section I) Requests for additional data due to RPIE 	RPIE
Sept 16, Fri. 11:00-12:00 Zoom	<ul style="list-style-type: none"> <u>Workshop</u>: Curriculum (Section II) 	RPIE
Sept 23, Fri. 11:00-12:00 Zoom	<ul style="list-style-type: none"> <u>Workshop</u>: Program Plan (Section IV) 	RPIE
Sept 30, Fri. 11:00-12:00 Zoom	<ul style="list-style-type: none"> <u>Workshop</u>: Learning Outcomes Assessment, Program Highlights, and Summary of Program Review (Section III, V & Cover Page) 	RPIE
Oct 17, Monday	<ul style="list-style-type: none"> Share complete draft with faculty and staff affiliated with the program 2 weeks for review and feedback (Oct 17-Oct 31) 	Program Coordinator
Oct 31, Monday	<ul style="list-style-type: none"> Forward complete report to Dean for feedback 2 weeks for review and feedback (Oct 31-Nov 14) 	Program Coordinator
Nov 14, Monday	<ul style="list-style-type: none"> Complete Feedback Follow-up Form Forward report (including feedback) to Program Coordinator, Vice President of Academic Affairs, and RPIE 3 weeks for review and feedback (Nov 14-Dec 5, includes Thanksgiving holiday) 	Academic Dean
Dec 5, Monday	<ul style="list-style-type: none"> Notification/completion letters sent to Program Coordinators (including cc to Dean, RPIE) 	VPAA
SPRING 2023		
Jan 2023	<ul style="list-style-type: none"> Post completed reports fall 2022 on website Collect feedback from fall 2022 participants (via survey) 	RPIE
Anticipated Nov 2023	<ul style="list-style-type: none"> Program Review Forum Includes wrap-up for fall 2022 and spring 2023 cycles 	RPIE

Sections of Program Review Report Form

Section Description	Contents
Program Review Report Page <i>Populated by RPIE</i>	Identifies: <ul style="list-style-type: none"> ○ Program review year ○ Area(s) of study ○ Degree(s)/Certificate(s) ○ Courses affiliated with the program } From Taxonomy (Academic Affairs)
Section I: Program Data <i>Data and analysis provided by RPIE</i>	A. Demand <ul style="list-style-type: none"> ○ Headcount and Enrollment ○ Average Class Size (including number of section offerings) ○ Productivity & Fill Rate (including FTES, FTEF, Capacity) ○ Labor Market Data (for CTE programs) B. Momentum <ul style="list-style-type: none"> ○ Retention & Successful Course Completion Rates ○ Student Equity (Retention and Successful Course Completion Rates) ○ Delivery Mode (Retention and Successful Course Completion Rates) C. Student Achievement <ul style="list-style-type: none"> ○ Program Completion (Awards, Average Time to Completion, provided ≥ 10 completers) ○ Program-Set Standards (Job Placement and Licensure Exam Pass Rates)
Section II: Curriculum	Status and recency of curriculum review among courses affiliated with program
Section III: Learning Outcomes Assessment	Status and recency of Learning Outcomes Assessment at course and program levels Summary of findings and actions
Section IV: Program Plan	<ul style="list-style-type: none"> ○ State of program and rationale ○ Three-year plan for program ○ Description of current program resources
Section V: Program Highlights	Describe recent improvements and effective practices within the program, including reporting accomplishments/achievements associated with three-year program-level plan (from first three-year program review cycle)
Program Review Summary Page <i>Cover page (completed at end)</i>	Outlines: <ul style="list-style-type: none"> ○ Strengths ○ Areas for improvement ○ State of the program ○ Alignment with Institutional Mission and Goals ○ New objectives/goals ○ Process used to ensure "Inclusive Program Review"
Feedback and Follow-Up Form <i>To be completed by Supervising Administrator</i>	Includes: <ul style="list-style-type: none"> ○ Strengths and successes ○ Areas for concern ○ Recommendations for improvement ○ Anticipated resource needs

Definitions of Viability, Stability, and Growth for NVC Program Review

State of Program	Definitions (Excerpts from Merriam-Webster Dictionary)	Operational Definition	Evidence
Viability	<ul style="list-style-type: none"> ○ the ability to live, grow, and develop ○ the ability to function adequately ○ the ability to succeed or be sustained ○ feasibility 	<p>“Viability” describes a program that is not thriving in its current state.</p>	<ul style="list-style-type: none"> ○ Declining demand ○ Supply exceeds demand ○ Weak alignment of internal offerings and external needs ○ Decreased or lack of efficiency ○ Low performance and completion
Stability	<ul style="list-style-type: none"> ○ the strength to stand or endure (firmness) ○ resistance to external factors or pressures ○ soundness ○ durability ○ reliability 	<p>“Stability” describes a program that is consistently strong and currently thriving.</p>	<ul style="list-style-type: none"> ○ Consistent, solid demand ○ Supply meets demand ○ Established alignment between internal offerings and external needs ○ Efficiency ○ Maintained or increasing performance and completion
Growth	<ul style="list-style-type: none"> ○ the process of growing ○ progressive development (evolution) ○ expansion ○ improvement ○ refinement ○ enhancement 	<p>“Growth” describes a program that is currently expanding to meet increased need.</p>	<ul style="list-style-type: none"> ○ Consistently increasing demand ○ Demand exceeds supply ○ Refinement or creation of alignment between internal offerings and anticipated external needs ○ Expanded/Consistent efficiency ○ High performance and completion