

Orientation for Participants in Fall 2023 Program Review Process

Information Covered:

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

Participants in Fall 2023 Program Review Process:

Academic Programs	Lead Writer	Supervising Administrator
1. Administration of Justice	Greg Miraglia	Jerry Dunlap
2. Career Education		
3. Counseling	Angela Moore	Alex Guerrero
4. Dance	Kelly McCann	Jerry Dunlap
5. History	James McGowan	Jerry Dunlap
6. Library	"Library Staff"	(Mora)
7. Library Services	"Library Staff"	(Mora)
8. Modern Languages	Nicole Carrier	Robert Harris
9. Physics & Astronomy	Erin Quealy	Chris Farmer
10. Spanish	Nicole Carrier	Robert Harris
Support Programs		
11. Student Life (Support Program)	Omar Peña	Alex Guerrero
12. Student Health Services	Melissa Datu	Alex Guerrero

Program Review Support Team:

Member(s)	Contact for Questions Regarding:	Extension	Email
Robyn Wornall	Program Review Process (General)	X 7192	RWornall@napavalley.edu
Robyn Wornall	Data Analysis	X 7192	RWornall@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.

Sections of Program Review Report Form

Section Description	Contents
Program Review Report Page <i>Populated by RPIE</i>	Identifies: ○ Program review year ○ Area(s) of study ○ Degree(s)/Certificate(s) ○ Courses affiliated with the program } From Taxonomy (Academic Affairs)
<u>Section I:</u> Program Data <i>Data and analysis provided by RPIE</i>	A. Demand ○ 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 ○ Retention & Successful Course Completion Rates ○ Student Equity (Retention and Successful Course Completion Rates) ○ Delivery Mode (Retention and Successful Course Completion Rates) C. Student Achievement ○ Program Completion (Awards, Average Time to Completion, provided ≥ 10 completers) ○ Program-Set Standards (Job Placement and Licensure Exam Pass Rates)
<u>Section II:</u> Curriculum	Status and recency of curriculum review among courses affiliated with program
<u>Section III:</u> Learning Outcomes Assessment	Status and recency of Learning Outcomes Assessment at course and program levels Summary of findings and actions
<u>Section IV:</u> Program Plan	○ State of program and rationale ○ Three-year plan for program ○ Description of current program resources
<u>Section V:</u> 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: ○ 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: ○ Strengths and successes ○ Areas for concern ○ Recommendations for improvement ○ Anticipated resource needs

TIMELINE FOR PROGRAMS UNDERGOING PROGRAM REVIEW

FALL 2023

DATE	PROGRAM REVIEW ACTIVITY	RESPONSIBLE PARTY
Summer 2023	[Complete analysis for fall 2023 programs]	RPIE
Aug 25, Fri 11:00 – 12:00	<u>Orientation</u> for 9 instructional programs undergoing review - Include lead writers	RPIE
Week of Aug 28	Program Review template containing data (for Section I) distributed to Program Coordinators	RPIE
Aug 30, Wed 1:00-2:00	<u>Workshop</u> : Data (Section I) - Requests for additional data due to RPIE	RPIE
Sept 8, Fri 11:00-12:00	<u>Workshop</u> : Curriculum & Learning Outcomes Assessment (Sections II & III)	RPIE
Sept 15, Fri 11:00-12:00	<u>Workshop</u> : Program Highlights, Program Plan, and Resources Needed to Implement Plan (Section IV-VI)	RPIE
Oct 16, Mon	Share complete draft with faculty and staff affiliated with the program - 2 weeks for review and feedback (Oct 16 - Oct 27)	Program Coordinator
Oct 30, Mon	Forward complete report to Dean for feedback - 2 weeks for review and feedback (Oct 30 - Nov 9)	Program Coordinator
Nov 13, Mon	Complete Feedback Follow-up Form - Forward report (including feedback) to: ▪ Program Coordinator ▪ Vice President of Academic Affairs ▪ RPIE - 3 weeks for review and feedback (Nov 13 – Dec 1, includes Thanksgiving holiday)	Academic Dean
Dec 4, Mon	Notification/completion letters sent to Program Coordinators - Include cc to Dean and RPIE	VPAA
SPRING 2024		
Jan 2024	Post completed fall 2023 reports on website - Collect feedback from fall 2023 participants (via survey)	RPIE
Anticipated Nov 2024	Program Review Forum - Includes wrap-up of Spring 2023 and Fall 2023 cycles	RPIE

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

State of Program	Definitions (Excerpts from Merriam-Webster Dictionary)	Operational Definition	Evidence
Viability	○ the ability to live, grow, and develop ○ the ability to function adequately ○ the ability to succeed or be sustained ○ feasibility	"Viability" describes a program that is not thriving in its current state.	○ Declining demand ○ Supply exceeds demand ○ Weak alignment of internal offerings and external needs ○ Decreased or lack of efficiency ○ Low performance and completion
Stability	○ The strength to stand or endure (firmness) ○ resistance to external factors or pressures ○ soundness ○ durability ○ reliability	"Stability" describes a program that is consistently strong and currently thriving.	○ Consistent, solid demand ○ Supply meets demand ○ Established alignment between internal offerings and external needs ○ Efficiency ○ Maintained or increasing performance and completion
Growth	○ the process of growing ○ progressive development (evolution) ○ expansion ○ improvement ○ refinement ○ enhancement	"Growth" describes a program that is currently expanding to meet increased need.	○ 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