

Orientation for Participants in Spring 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 Spring 2023 Program Review Process:

Program	Lead Writer	Supervising Administrator
Associate Degree Nursing	Janice Ankenmann	Bob Harris
Biology	Stephanie Burns	Bob Van Der Velde
Community Education (Non-CTE)	Shawntel Ridgle	Doug Marriott
Digital Art and Design	May Jong	Bob Van Der Velde
Engineering	Antonio Castro	Bob Van Der Velde
Music	Christina Howell	Bob Van Der Velde
Photography	Amanda Badgett	Bob Van Der Velde
Political Science	John Anderson	Doug Marriot
Vocational Nursing	Janice Ankenmann	Bob Harris
Transfer Center	Elizabeth Lara	Alex Guerrero
Welcome Center	Jessica Erickson	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

SPRING 2023

Date	Program Review Activity	Responsible Party
January 2023	Complete analysis for spring 2023 programs	RPIE
Friday, January 27 12:00-1:00 pm	Orientation for 9 instructional programs undergoing review	VPAA & Dean, RPIE
Week of February 13	Instructional Programs: Program Review template containing data (for Section I) distributed to Program Coordinators	RPIE
Thursday, February 16 2:00-3:00 pm	Workshop for Instructional Programs: Curriculum & Learning Outcomes Assessment (Sections II & III)	Curriculum Co-Chair & Learning Outcomes Assessment Coordinator (Dean, RPIE)
By Mid-February (February 16, 10 am)	Support Programs: Identify program-specific data to incorporate into program review process	Lead Writer (with RPIE)
By End of February	Support Programs: Report containing data (for Section I) distributed to Lead Writer	RPIE
Friday, February 24 11:30 am -12:30 pm	Instructional Programs: Workshop on Data (Section I) Requests for additional data due to RPIE	RPIE
Friday, March 3 11:00 am - 12:00 pm	Workshop: Program Plan (Section IV)	RPIE
Thursday, March 9 2:00 - 3:00 pm	Workshop: Program Highlights & Summary of Program Review (Section V and Cover Page)	RPIE
March 27	Share complete draft with faculty and staff affiliated with the program 2 weeks for review and feedback (March 27 - April 14) <i>*Spring Recess is April 3-8</i>	Lead Writer
April 17	Forward complete report to Dean for feedback 2 weeks for review and feedback (April 17 - 28)	Lead Writer
May 1	Complete Feedback Follow-up Form - Forward report (including feedback) to: Lead Writer, VP of Academic/Student Affairs, Sr. Dean of RPIE, RPIE Admin Assistant 2 weeks for review and Feedback (May 1-15)	Supervising Administrator
May 15	Notification/completion letters sent to Program Coordinators (including cc to Dean, RPIE)	VPAA
May 2023	Collect feedback from spring 2023 participants (via survey)	RPIE
Summer 2023	Post completed spring 2023 reports on website	RPIE
FALL 2023		
Anticipated Oct/Nov 2023	Program Review Forum Includes presentation summaries from fall 2022 and spring 2023 participants	PR Participants, PBC & 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