

Unit Assessment Report - Four Column

College of the Sequoias

Committee - Institutional Program Review

Purpose Statement: The purpose of the Institutional Program Review Committee:

1. Make recommendations to District Governance Senate on policies and procedures related to program review.
2. Develop the program review template, ensuring alignment with the District mission, accreditation standards, and district planning.
3. Conduct annual assessments of its own processes.

Memberships:

- Thea Trimble - Co-Chair, Administration
- Christian Anderson - Faculty
- Joni Jordan - Faculty
- James McDonnell - Faculty
- vacant - Faculty (2)
- Jessica Figallo - Administration, Student Services
- vacant - Classified
- Nancy Morgan - Classified
- Ahsen Baig - Classified
- Dali Ozhurk - Director, Resource, Planning, & Effectiveness
- vacant - student representative

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
<p>Committee - Institutional Program Review - Expectations for Routine Business - Agendas posted</p> <p>Minutes recorded and posted</p> <p>Quorum attained</p> <p>Attendance at meeting recorded in the minutes</p> <p>Academic Years: 2013 - 2014</p> <p>Start Date: 08/20/2013</p> <p>Inactive Date: 05/13/2014</p> <p>Initiative Status: Inactive</p>	<p>Evaluation: Expectations for Routine Business will be met at 100 % as evidenced by documentation.</p> <p>Target: 100% of agendas posted. 100% of minutes posted. Quorum attained at 100% of all meetings. Attendance recorded at 100% of all minutes</p>	<p>04/30/2014 - 100% of agendas and minutes are posted in a timely manner. A quorum is attained at 100% of all meetings and attendance is recorded at 100% in all minutes</p> <p>Result: Satisfactory</p> <p>Report Type: End-of-Year</p>	<p>01/08/2014 - Target met at 100% in all defined areas. This includes agendas posted, minutes posted, quorum attained, attendance recorded on all minutes.</p> <p>Result: Carried Forward</p> <p>Report Type: Mid-Year</p>
<p>Committee - Institutional Program Review - COS 2013 Organizational Meeting Agenda Guide - Institutional Program Review</p> <p>Committee will review and follow the prescribed agenda guide to implement the new Governance & Decision Making and Integrated Planning Manuals</p> <p>Academic Years: 2013 - 2014</p> <p>Start Date: 08/27/2013</p> <p>Inactive Date: 01/01/2014</p>	<p>Evaluation: Election of officers per District Governance Manual, publish twice Monthly meeting schedule, review and discuss Governance & Decision-making Manual, align operating procedures with new Governance and Decision-making Manual, review 2013 District Objectives, codify and structure and timing of reports, and review the Integrated Planning Manual by the 3rd meeting.</p> <p>Initiative type: Other</p> <p>Target:</p>		

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
<p>September 2013</p> <p>Initiative Status: Inactive</p>	<p>01/08/2014 - IPRC reviewed and followed the prescribed agenda guide to implement the new Governance and Decision Making and Integrated Planning Manuals during the August 20 and 27, 2013 meetings.</p> <p>Result: Satisfactory</p> <p>Report Type: End-of-Year</p>	<p>01/08/2014 - The revised program review process was approved by District Governance Senate on 12/10/13 and by Academic Senate on 12/11/13. The revised process is aligned with District's integrated planning cycle and resource allocation manual.</p> <p>Result: Satisfactory</p> <p>Report Type: End-of-Year</p>	<p>01/08/2014 - The training schedule is now finalized. Training begins 2/18 /14 and ends 3/6/14. An announcement will go out within the next week requesting registration. An instruction booklet is in the final stages of completion and will be provided to all participants.</p>
<p>Committee - Institutional Program Review - Revise the program review process in Fall 2013 - Revise the program review process in fall 2013 to ensure alignment with the District's new integrated planning cycle and resource allocation manual.</p> <p>Academic Years: 2013 - 2014</p> <p>Start Date: 08/20/2013</p> <p>Inactive Date: 01/01/2014</p> <p>Initiative Status: Inactive</p>	<p>Evaluation: The new program review process will be completed and approved through the Governance Senates by Decemeber 11, 2013</p> <p>Initiative type: Other</p> <p>Target: Approval by Governance Senates by December 11, 2013.</p>	<p>04/30/2014 - Formal trainings on the new program review process was completed in March 2014 across all three campuses with over 100 participants.</p> <p>Result: Satisfactory</p> <p>Report Type: End-of-Year</p>	<p>01/08/2014 - In progress.</p> <p>Result: Carried Forward</p> <p>Report Type: Mid-Year</p>
<p>Committee - Institutional Program Review - Implement and provide training on new program review process - Implementation and training of the revised institutional program review process will begin in Spring 2014 .</p> <p>Academic Years: 2013 - 2014</p> <p>Start Date: 01/13/2014</p> <p>Inactive Date: 05/15/2014</p> <p>Initiative Status: Inactive</p>	<p>Evaluation: Provide and document training workshops across all three campuses.</p> <p>Initiative type: Other</p> <p>Target: Complete formal training workshops by end of March 2014</p>	<p>01/08/2014 - The training schedule is now finalized. Training begins 2/18 /14 and ends 3/6/14. An announcement will go out within the next week requesting registration. An instruction booklet is in the final stages of completion and will be provided to all participants.</p>	<p>01/08/2014 - In progress.</p> <p>Result: Carried Forward</p> <p>Report Type: Mid-Year</p>

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
<p>Committee - Institutional Program Review - Develop audit plan - Develop a process for monitoring and evaluating the effectiveness of the new program review process.</p> <p>Academic Years: 2013 - 2014 2014 - 2015</p> <p>Start Date: 10/29/2013</p> <p>Initiative Status: Active</p>	<p>Evaluation: Documented process in place.</p> <p>Initiative type: Other</p> <p>Target: May 2014</p>	<p>04/30/2014 - Draft of process completed, will review in August/September 2014 to implement after the program review due date of October 2014.</p> <p>Result: Carried Forward</p> <p>Report Type: End-of-Year</p>	<p>04/30/2014 - Complete the final process and corresponding document(s) by September 2014 and implement after October 2014.</p>
<p>Committee - Institutional Program Review - Expectations for Routine Business</p> <p>Agendas posted</p> <p>Minutes recorded and posted</p> <p>Quorum attained</p> <p>Attendance at meeting recorded in the minutes</p> <p>Academic Years: 2014 - 2015</p> <p>Start Date: 08/19/2014</p> <p>Inactive Date: 05/19/2015</p> <p>Initiative Status: Active</p>	<p>12/12/2014 - All agendas and minutes are posted to the official COS website and are public. Attendance of all meetings are recorded as part of the minutes.</p> <p>Result: Carried Forward</p> <p>Report Type: Mid-Year</p>	<p>01/08/2014 - In progress</p> <p>Result: Carried Forward</p> <p>Report Type: Mid-Year</p>	<p>01/08/2014 - Complete this initiative by May 2014.</p>
<p>Committee - Institutional Program Review - On-going training - IPRC will continue training in August and September for the 2014 program review. Will also provide training in spring 2015 for the assessment component of program review under Results.</p> <p>Academic Years: 2014 - 2015</p> <p>Start Date: 08/18/2014</p> <p>Inactive Date: 05/19/2015</p>	<p>12/15/2014 - Multiple formal program review training continued into August and September 2014. Dates: 8/18, 8/20, 9/4. Focused on a more "hands-on" approach in conjunction with questions & answers. Scheduled a variety of times and days to accommodate as many as possible. Continue training in Spring 2015 to focus on areas identified from 2014 survey and audit as well as new information on the UDATE tab.</p> <p>Result: Satisfactory</p> <p>Report Type: End-of-Year</p>	<p>01/09/2015 - Continue training Spring 2015 as stated in initiative with focused training and new training on UPDATE tab.</p>	<p>01/09/2015 - Continue training Spring 2015 as stated in initiative with focused training and new training on UPDATE tab.</p>

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
<p>Initiative Status: Active</p>	<p>Mid-Year</p>	<p>12/12/2014 - Reviewed and completed by September 2, 2014 Result: Satisfactory Report Type: Mid-Year</p>	
<p>Committee - Institutional Program Review - Committee- Institutional Program Review - COS 2014 Organizational Meeting Agenda Guide- Institutional Program Review Committee will review and follow the prescribed 2014 agenda guide. Academic Years: 2014 - 2015 Start Date: 08/19/2014 Inactive Date: 05/19/2015 Initiative Status: Active</p>	<p>Committee - Institutional Program Review - Meetings with IPEC and Budget Committee - Meet at least once a semester with Institutional Planning and Effectiveness Committee and the Budget Committee to discuss and evaluate connections as a result of COS 2.0. Academic Years: 2014 - 2015 Start Date: 08/18/2014 Inactive Date: 05/19/2015 Initiative Status: Active</p>	<p>12/15/2014 - IPRC Co-Chairs met with representatives from IPEC and Budget. In reviewing the budget rubric a few potential concerns were identified: clarified that program review participants were asked to link action to district objectives and /or outcomes. Units did not have to link both to an Action. Narrative program review report does not show cost of each specific above base request. This was stated previously in governance meetings and it was decided this was a more useful report over the four column report. The next tractat update may include both in one report. Reviewed Ad- hoc PR tractat reports created by Budget. Expressed concern with extracting some elements of original program reviews and not including other essential components. Agreed the integrity of Budget ranking and Program Review processes is critical to maintain. Suggestion made Budget to read entire PRs. UPDATES tab for 2015: Resolved that an update on each Action should be documented as well as the date and impact on District Objectives/Outcomes by 10/15/15. The area under UPDATES tab called "Update on resource allocation effectiveness" may have to be completed in January/February 2016. This gives Units time to thoroughly assess the resources awarded in 2015. Further discussion on this in respective committees, decision prior to spring program review training. Result: Carried Forward Report Type: Mid-Year</p>	<p>01/09/2015 - Representatives will meet again after the entire resource allocation process is complete by the Budget Committee</p>
<p>Committee - Institutional Program Review - Research best practices - Research other colleges for best practices on program review</p>		<p>12/12/2014 - No results at this time. There was no time given the fall schedule with on-going training, 2014</p>	

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<p>processes and committee structure/function</p> <p>Academic Years: 2014 - 2015</p> <p>Start Date: 08/19/2014</p> <p>Inactive Date: 05/19/2015</p> <p>Initiative Status: Active</p>		<p>survey and audit development, implementation, and assessment. Will discuss in Spring 2015</p> <p>Result: Carried Forward</p> <p>Report Type: Mid-Year</p>	<p>12/12/2014 - Discuss at the next IPRC meeting in Spring 2015 to decide next steps.</p>
<p>Committee - Institutional Program Review - Participant feedback on 2014 program review - Create a process and methods for participants in the 2014 program review to provide feedback.</p> <p>Academic Years: 2014 - 2015</p> <p>Start Date: 08/26/2014</p> <p>Initiative Status: Active</p>		<p>12/15/2014 - Created and implemented a survey distributed to all program review participants. 109 respondents. Based on these results along with the internal IPRC audit the committee is not recommending changes for the 2015 program review. There was no preponderance of data, comments or suggestions to justify changes. (See documents section for survey and audit results). Highlights: 90% of respondents found program review beneficial. 85% thought the process was easy to follow while 43% responded "Disagree" that the process required little effort. Areas that had higher difficulty of completion were Outcomes & Assessment and Actions. 42% stated additional data was requested. The most common comment was to start the program review process earlier. Program Review instructional manual was well utilized at 77% and 89% found it helpful. 77% attended a least one training session and 70% felt the training covered all the aspects needed to complete the program review. 97% stated there were enough training sessions and 84% stated tracdat was easy to use. IPRC will emphasize specific areas related to results in future training sessions as well as incorporate minor clarification revisions in the instruction manual.</p> <p>Result: Satisfactory</p> <p>Report Type: Mid-Year</p>	<p>01/09/2015 - Include minor clarifications into the instruction manual and based on results provide in-depth training in identified areas for the Spring 2015 training sessions.</p>