



# *Institutional Program Review Committee* *Standing Report* **District Governance Senate**

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**Date: May 2, 2023 - Institutional Program Review Committee**

## **Meeting(s) Report**

1. IPRC reviewed the governance manuals and BP 3260, noting recommendations specific to the Program Review timeline, calendar and use of disaggregated data. Recommendations include:

### **2022 COS Integrated Planning Manual**

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4<sup>th</sup> bullet

Program Review captures unit-level planning for instructional, student service, and administrative units. These Program Reviews describe how each unit will contribute to achievement of the District Objectives and includes an analysis of unit-specific data, the identification of strengths and weaknesses, a report on prior **year** Actions, a link to the assessment of student learning, the development of **future** Actions **for the coming year**, and the identification of resources, if any, that is needed to support the initiatives. If a District Objective or Action requires funding, the responsible party for that Action includes the funding request through program review and/or through a process which connects to the Strategic Plan.

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Program Review will be completed **biennially (every two years) annually** by units in academic, student services and administrative services. **Alternatively, unites may submit a program review as needed.** Program reviews will support planning and resource allocation processes as described in this manual and in the Resource Allocation Manual.

Step 4 - Review Outcome results for previous year(s) including both standard achievement data (i.e., awards, completion rates, course success) and assessments (i.e., Course Outcomes, Service Area Outcomes, Program Outcomes and Institutional Outcomes). **Units are encouraged to include disaggregated data wherever appropriate (e.g. analysis of success rates by race, ethnicity, enrollment patterns by campus, etc.).**

**Timeline and Process for Institutional Program Review**

<p>December – <b>February</b> of each year</p>	<p>The Institutional Program Review Committee evaluates its process for that year and uses that assessment to improve the process for the next year’s Program Reviews, including the calendar, template, training, and data. Based on the evaluation of the previous year’s processes, the Institutional Program Review Committee proposes changes as warranted and forwards the proposal to the appropriate senates</p>
<p><b>March-May June - August</b> of each year</p>	<p>The Institutional Program Review Committee conducts training for faculty, staff, and administrators who will complete a program review Faculty, staff, and administrators complete program reviews, circulate the drafts within the program, and revise as warranted. For those academic units that are composed of only adjunct faculty, the appropriate division chair and unit manager will complete the program review with input from and after consulting with those adjunct faculty members.</p>
<p>September 15 of each year</p>	<p>Units will submit a program review to the appropriate area/unit administrator. The unit administrator reads the program reviews and provides feedback to the unit.</p>
<p>October 15 of each year</p>	<p>Units complete their final program review incorporating feedback from the unit administrator.</p>
<p>November of each year</p>	<p>Program reviews are reviewed by the Superintendent/President or appropriate Vice President. Contents of the program reviews will be utilized by the Budget Committee during its process of above-base budget allocation recommendations.</p>
<p>December – <b>February</b> of each year</p>	<p>The Institutional Program Review Committee evaluates its process for that year and uses that assessment to improve the process for the next year’s Program Reviews, including the calendar, template, training, and data. Based on the evaluation of the previous year’s processes, the Institutional Program Review Committee proposes changes as warranted and forwards the proposal to the appropriate senates</p>

**BOARD POLICY 3260:**

INSTITUTIONAL PROGRAM REVIEW Institutional Program Review is the **annual** process of gathering and interpreting information to provide recommendations that assist in improving the quality and health of the Sequoias Community College District (“District”) programs and services.

**Recommendation(s) for Possible Action Items**

No Action Items