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.

Membership: Cindy DeLain-Co-Chair, Administration
Thea Trimble - Co-Chair, Faculty
Christian Anderson - Faculty
Joni Jordan - Faculty
James McDonnell - Faculty
David Hurst - Faculty
Mike Springer- Faculty
Jessica Figallo - Administration, Student Services
Ashley Muniz- Classified
Catherine McGuire - Classified
Ahsen Baig - Classified
Dali Ozturk - Director, Resource, Planning, & Effectiveness
Chris Wilson-student representative

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
Committee - Institutional Program Review - Develop audit plan - Develop a process for monitoring and evaluating the effectiveness of the new program review process. **Academic Years:** 2013 - 2014 2014 - 2015 **Start Date:** 10/29/2013 **Inactive Date:** 05/05/2015 **Initiative Status:** Inactive	**Evaluation:** Documented process in place. **Initiative type:** Other **Target:** May 2014	04/30/2014 - Draft of process completed , will review in August/Septemter 2014 to implement after the program review due date of October 2014. **Result:** Carried Forward **Report Type:** End-of-Year	04/30/2014 - Complete the final process and corresponding document(s) by September 2014 and implement after October 2014.
		04/29/2015 - Audit Plan developed and implemented by IPRC in Fall 2014. Results of the audit informed members regarding specific areas to emphasize in the 2015 program review. Audit form revised and now has become part of the program review instruction manual as a tool to complete program review. **Result:** Satisfactory **Report Type:** End-of-Year	
		12/12/2014 - IPRC developed a process and criteria to randomly audit 2014 program reviews. The process garnered valuable information that will be used in 2015 trainings as well as updating the PR instructional manual. Identified revisions to the audit criteria for 2015. Overall process was successful. **Result:** Satisfactory **Report Type:** Mid-Year	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
		01/08/2014 - In progress **Result:** Carried Forward **Report Type:** Mid-Year	01/08/2014 - Complete this initiative by May 2014.
Committee - Institutional Program Review - Committee - Institutional Program Review - Expectations for Routine Business Agendas posted Minutes recorded and posted Quorum attained Attendance at meeting recorded in the minutes **Academic Years:** 2014 - 2015 **Start Date:** 08/19/2014 **Inactive Date:** 05/05/2015 **Initiative Status:** Inactive		04/29/2015 - All agendas and minutes with attendance are recorded and posted for the 2014-2015 academic year. **Result:** Satisfactory **Report Type:** End-of-Year	
		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. **Result:** Carried Forward **Report Type:** Mid-Year	
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. **Academic Years:** 2014 - 2015 **Start Date:** 08/18/2014 **Inactive Date:** 05/05/2015 **Initiative Status:** Inactive		04/29/2015 - Program review workshops were offered in both Fall 2014 and Spring 2015. Spring 2015 included a revised program review instruction manual based on IPRC Audit and 2014 user survey. The UPDATE tab which is new for 2015 program review was explained. Workshop dates were April 6- one of the Visalia campus and one on the Hanford campus. April 10-one on the Visalia campus and one on the Tulare campus and April 30, Visalia campus. IPRC will offer two more workshops in September 2015. **Result:** Satisfactory **Report Type:** End-of-Year	
		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. **Result:** Satisfactory **Report Type:** Mid-Year	01/09/2015 - Continue training Spring 2015 as stated in initiative with focused training and new training on UPDATE tab.
Committee - Institutional Program Review -			

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
Committee- Institutinal 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:** 05/05/2015 **Initiative Status:** Inactive		12/12/2014 - Reviewed and completed by September 2, 2014 **Result:** Satisfactory **Report Type:** Mid-Year	
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:** 05/05/2015 **Initiative Status:** Inactive		05/01/2015 - Met with Budget Committee on March 12, 2015. After discussion it was determined the the Effectiveness of Resource Allocation section in program review is not reasonable to complete by October 15, 2015 given the resources are not fully implemented until August/September of 2015. The most logical time to enter the effectiveness of resources would be in the following year's program review document (October 2016). Future discussions in Budget may include reporting requirements, if any, before October 2016. The two committees will connect in the future with the eventual rollout of the new Tracdat version which may assist with reports such as effectiveness. **Result:** Satisfactory **Report Type:** End-of-Year	
		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 tracdat update may include both in one report. Reviewed Ad-hoc PR tracat 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	01/09/2015 - Representatives will meet again after the entire resource allocation process is complete by the Budget Committee

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
		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	
Committee - Institutional Program Review - Research best practices - Research other colleges for best practices on program review processes and committee structure/function **Academic Years:** 2014 - 2015 **Start Date:** 08/19/2014 **Inactive Date:** 05/19/2015 **Initiative Status:** Active		04/29/2015 - As program review information came to IPRC's attention it was reviewed (external & internal). Have not actively researched best practices. Additional time this year was dedicated to finalizing processes and components of the new program review. **Result:** Carried Forward **Report Type:** End-of-Year	05/01/2015 - Research 2-3 program reviews from other colleges in 2015-2016.
		12/12/2014 - No results at this time. There was no time given the fall schedule with on-going training, 2014 survey and audit development, implementation, and assessment. Will discuss in Spring 2015 **Result:** Carried Forward **Report Type:** Mid-Year	12/12/2014 - Discuss at the next IPRC meeting in Spring 2015 to decide next steps.
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. **Academic Years:** 2014 - 2015 **Start Date:** 08/26/2014 **Inactive Date:** 05/05/2015 **Initiative Status:** Inactive		05/01/2015 - Completed in Fall 2014. See mid-year report. **Result:** Satisfactory **Report Type:** End-of-Year	
		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	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. **Follow-Up:** 05/01/2015 - Revised program review instruction manual completed based on survey results and IPRC audit. Training workshops completed in Spring 2015 also based on part from survey and audit information.

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
		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. **Result:** Satisfactory **Report Type:** Mid-Year	