

Institutional Program Review Committee - Annual Report 2013-14

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. Review and evaluate all program reviews as a basis for informing planning and resource allocation processes.
4. Conduct annual assessments of its own processes.

Membership: Cindy DeLain-Co-Chair, Administration
 Thea Trimble - Co-Chair, Faculty
 Christian Anderson - Faculty
 Joni Jordan - Faculty
 John Boragno - Faculty
 James McDonnell - Faculty
 David Robinson - Faculty
 Jessica Figallo - Administration, Student Services
 Pamela Flores - Classified
 Nancy Morgan - Classified
 Ahsen Baig - Classified
 Dali Ozturk - Director, Resource, Planning, & Effectiveness
 Ryan Wullschleger - student representative

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
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: 2013 - 2014 Start Date: 08/20/2013 Inactive Date: 05/13/2014 Initiative Status: Inactive	Evaluation: Expectations for Routine Business will be met at 100 % as evidenced by documentation. Target: 100% of agendas posted. 100% of minutes posted. Quorum attained at 100% of all meetings. Attendance recorded at 100% of all minutes	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 Result: Satisfactory Report Type: End-of-Year	01/17/2014 - Continue to meet target at 100% in all defined areas through May 2014.
Committee - Institutional Program Review - COS 2013 Organizational Meeting Agenda Guide - Institutional Program Review	Evaluation: Election of officers per District Governance Manual, publish twice Monthly meeting	01/08/2014 - Target met at 100% in all defined areas. This includes agendas posted, minutes posted, quorum attained , attendance recorded on all minutes. Result: Carried Forward Report Type: Mid-Year	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
<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>Initiative Status: Inactive</p>	<p>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: September 2013</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>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>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>Committee - Institutional Program Review - Implement and provide training on new program review process - Implementation and training</p>	<p>Evaluation: Provide and document training workshops across all three campuses.</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>	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
<p>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>Initiative type: Other</p> <p>Target: Complete formal training workshops by end of March 2014</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>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 - Develop audit plan - Develop a process for monitoring and evaluating the effectiveness of the new program review process.</p> <p>Academic Years: 2013 - 2014</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/Septemter 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>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>