



College of the Redwoods
Program Review Committee

Annual Program Review Executive Summary

Mission Statement: The College of the Redwoods' Program Review Committee facilitates the process at the institution for all subject and service areas. The committee reviews Annual and Comprehensive Reports providing an opportunity to develop, identify, and state quality improvement plans and goals, as well as request priorities for funding, and support needs as organized under the strategic planning objectives.

- **Objective:** To provide an evaluative Executive Summary of this program's annual review for forwarding to the Academic Senate and the College President. This summary will include (according to our charge) evaluating each program's goals and purpose, its effectiveness, its recommendations and planning for improvement, and the actions the program has taken since its last review.

Annual Program Review Update Subject/Service Area: _____

Annual Program Review Update Authors: _____

Summary and Recommendations:	Additional Comments:
1. Program strengths:	
2. Program challenges/obstacles:	
3. Commendations:	
4. Recommendations:	



College of the Redwoods Program Review Committee

Annual Program Review Summary for Assessment and Planning

Mission Statement: The College of the Redwoods' Program Review Committee facilitates the coordinated planning process at the institution for all subject and service areas. The committee reviews Annual and Comprehensive Reports to develop, identify, and state quality improvement plans and goals, request funding, and support needs addressing the college's strategic planning objectives.

Objective: To impartially and collaboratively evaluate the Assessment and Planning sections of the Annual Program Review identifying trends, evaluating efforts and developing plans.

Grading Criteria Score:

- 3 Section of document meets criteria
- 2 Section of document requires assistance to meet criteria
- 1 Section of document was not prepared adequately
- 0 Section of document is not applicable

Annual Program Review Update Subject/Service Area: _____

Annual Program Review Update Authors: _____

Criteria:	Yes	No	Score	Comment:
1. Are course outlines up to date?				
2. Are the Course SLOs clear and measureable?				
3. Has the area engaged in SLO assessment?				
4. Are the results of assessment being used?				
5. Does the data support the conclusions?				
6. Is there a clear and specific assessment plan?				
7. Are the proposed means of addressing the department's needs and issues clear and measureable?				
8. Are the proposed actions/changes clear and measureable?				
9. Is the proposed timeline realistic?				
11. Have there been any curricular revisions or changes in the last year?				
12. Are there any curricular revisions or changes planned for the coming year?				
A. Have any Action Plans been submitted in the last year?				
B. Were any of last year's goals (or QIPs) accomplished?				
C. Are new goals (or QIPs) clear, measurable and linked to the strategic plan objectives?				



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Objective: To impartially evaluate the Budget Resource Section of the Annual Program Review with the particular objective of using the data, the institutional research staff, and others knowledgeable about data analysis to guide the faculty and ultimately the college in discussions of what this data shows about student success.

Grading Criteria Score:

- 3 "Budget Resource" Section of document meets criteria
- 2 "Budget Resource" Section of document requires assistance to meet criteria
- 1 "Budget Resource" Section of document was not prepared adequately
- 0 "Budget Resource" Section of document is not applicable

Annual Program Review Update Subject/Service Area: _____

Annual Program Review Update Authors: _____

Criteria:	Yes	No	Score:	Comment:
1. Is the funding adequate for supplies, printing, equipment repairs and/ or equipment replacement?				
2. Is the funding adequate for professional development and work study students?				
3. Is there additional funding needs identified?				
4. Is the level of resources provided by the library (Learning Resource Center) adequate?				
5. Are there currently any approved but unfilled full-time faculty positions?				
6. Is a request for additional full-time faculty being proposed?				
7. Is there a need for additional associate-faculty positions?				
8. Currently, are there associate-faculty being recruited for vacant positions?				
9. Is there a need for more full-time or part-time classified staff?				
10. Are the facilities adequate for achieving the educational outcomes of the discipline/program/service?				
11. Is the available equipment (non-classroom specific) adequate to achieve the educational outcomes of the discipline/program/service?				
12. Does the equipment used for the discipline/program/service function adequately, and does the current budget adequately provide sufficient funds for repair and maintenance?				



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Objective: To impartially evaluate the Enrollment, Access, Success, Retention, and Basic Skills data section of each Annual Program Review with the particular objective of using the data, the institutional research staff, and others knowledgeable about data analysis to guide the faculty and ultimately the college in discussions of what these data show about student success.

Grading Criteria Score:

- 3 "Trends" Section of document meets criteria
- 2 "Trends" Section of document requires assistance to meet criteria
- 1 "Trends" Section of document was not prepared adequately
- 0 "Trends" Section of document is not applicable

Annual Program Review Update Subject/Service Area: _____

Annual Program Review Update Authors: _____

Criteria:	Yes	No	Score:	Comment:
1. Have there been significant changes in the program/discipline/services overall since the last review?				
2. Have there been significant changes in <i>Enrollment</i> since the last review? Have the Program Review author(s) reflected on these changes, and provided perspective on why these changes (if any) have occurred?				
3. Have there been significant changes in <i>Access</i> (for Student Services) or <i>Success</i> (for instructional areas) since the last review? Have the Program Review author(s) reflected on these changes, and provided perspective on why these changes (if any) have occurred?				
4. Have there been significant changes in <i>Retention</i> since the last review? Have the Program Review author(s) reflected on these changes, and provided perspective on why these changes (if any) have occurred?				
5. Have the author(s) used the <i>Basic Skills</i> data to reflect upon how this information effects current instruction in their discipline, and how it could possibly be used to improve instruction or service area?				
6. Have the occupational programs reviewed their Labor Market Data and provided a narrative that addresses the following issues? Issues include documentation of demand, documentation of non-duplication of other training programs in the region, and effectiveness as measured by the employment and completion success of its students.				

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