

Using Program Review to Report Student Services Assessment

College of the Redwoods





Learning Support & Student Services Assessment: Reporting in Program Review

- In the fall term of 2020, the Assessment Committee recommended that student services report on SLO assessment within program review, alongside other program indicators. The Student Development Leadership Group and administration agreed.
- The Program Review template was modified to facilitate its use for reporting assessment results, documenting dialogue about those results, and documenting improvement plans that emerge from that dialogue.
- This tutorial walks you through the process of documentation in Program Review. For a view of the assessment process overall, see the Student Services Assessment Quick Guide in the Assessment Handbook (2021).
- To get started, you will need to retrieve assessment data (either from the legacy assessment site or from past program reviews) to compare with current assessment data.



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Program Review Process

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Go to the Program Review page and select Templates & Reports



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Program Review

Templates

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Reports

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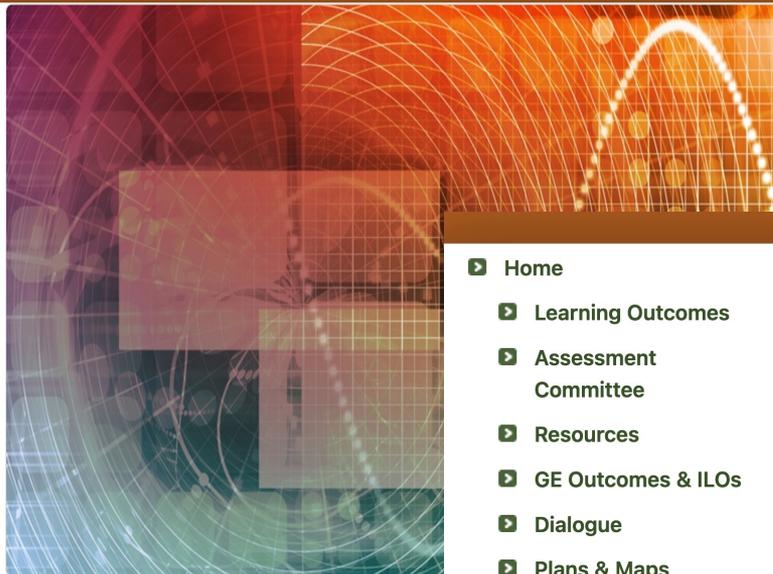
[Resource Requests](#)

[Actions/Plans](#) ←

To get started, you will need to retrieve assessment data (either from the legacy assessment site or from past program reviews) to compare with current assessment data. “Actions/Plans” can give you a quick summary of the status of ongoing program plans.

Assessment Process

- Home
- Learning Outcomes
- Assessment Committee
- Resources
- GE Outcomes & ILOs
- Dialogue
- Plans & Maps
- Reports
- Assessment Training
- Archives



Instructional Assessment Process for Course-Level Asses

Before the Semester

During the Semester

- Home
- Learning Outcomes
- Assessment Committee
- Resources
- GE Outcomes & ILOs
- Dialogue
- Plans & Maps
- Reports
- Assessment Training
- Archives

Reports

View Completed Reports

Select a reporting level:

- Course
- Degree/Certificate
- Service Area
- Closed Loops

Submit & Edit Reports

Requires CR EMAIL user name & password

- Example Assessment Report
- Submitting a Program Report
- Program Assessment Worksheet (blank)
- Program Assessment Worksheet Example

Archived SLO reports can be found here, on the "legacy site."



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Program Review

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Reports

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When ready to report this year's SLO assessment (as part of the current Program Review), select "Student Services."

Year : Program :

- Program Information
- Program Indicators**
- Critical Reflection of Assessment Activities
- Evaluation of Previous Plans
- Planning
- Resource Requests
- Author Feedback
- PRC Response

2.1 Program Indicators

Data here

List two or more indicators that are used to evaluate the health of your program. Include in your list at least 50% of your area's SLOs. For program indicators, use data from the current and the past year. For SLOs, use the results from the two most recent assessments. Under trends and implications for program improvement, identify and comment on any trends in your indicators or notable changes in your SLO assessment results, including what these results may imply for program improvement.

Number	Program Indicator	Previous Year's Data	This Year's Data	Note the trends and implications for program improvement
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Add"/>

Analysis here

2.2 Student Equity

Please comment on current outcomes or initiatives related to increasing outreach, retention, and student success of under-represented students in your program.

Outcomes go here

1. On the Program Indicators tab, include half of your SLOs as program indicators.
2. For each outcome, record the most recent assessment results under "This Year's Data" and results from last assessment of the same SLO under "Previous Year's Data."
3. Note trends in your assessment results and implications for program improvement.
4. Under Student Equity, comment on current outcomes or initiatives related to increasing outreach, retention, and success of under-represented students.

Year :

2021-2022 ▾

Program :

Library ▾

Submit and Lock

Save My Work

Program Information

Program Indicators

Critical Reflection of Assessment Activities

Evaluation of Previous Plans

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PRC Response

Assessment Data

Course assessment data below is populated from your assessment plan.

[Click here to go to the assessment planning page](#)

Upcoming Assessments (plan)

Outcome	Last Assessed	2020F	2021S	2021F	2022S	2022F	2023S	2023F	2024S
1 	Never	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 	2019S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 	2019S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you checked to make sure that all of the AA-Ts in your program are current with the state C-ID/TMC?

(Select) ▾

Have to checked to make sure that the CSLO-to-PSLO maps in your program are up to date?

(Select) ▾

Report on any changes that have been made to the program based on previous SLO assessment findings. Include any discussion on the results of those changes and their effectiveness.

Go to the next tab, Critical Reflection of Assessment Activities. Scroll down on this page to find the text boxes. You will use this page to document:

- Changes made to the program as a result of past assessments, including departmental discussion on the impacts they've had
- Reflection on current assessment findings, noted trends, and any possible changes to be made.

3	2019S								
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Have you checked to make sure that all of the AA-Ts in your program are current with the state C-ID/TMC?

(Select) ▾

Have to checked to make sure that the CSLO-to-PSLO maps in your program are up to date?

(Select) ▾

Report on any changes that have been made to the program based on previous SLO assessment findings. Include any discussion on the results of those changes and their effectiveness.

Report on any improvement actions that have already been implemented (e.g., the assessment-driven Program Plans listed on past Program Reviews) and their effectiveness in light of recent outcome assessment.

Based on the trends and implications that you identified on the Program Indicators tab, describe any areas in your program that require further research, action, and/or institutional support. Results of this step may be included as an action plan on the Planning tab.

Identify improvement actions that may be needed, including your rationale for doing so, based on your analysis of current assessment findings. Depending on departmental needs and priorities, you may create a program plan to carry this out.

Year :
2021-2022

Program :
Library

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4.1 Program Plans

Based on data analysis, student learning outcomes and program indicators, assessment and review, and your critical reflections, describe the actions to be taken for the next academic year in order of importance (from #1 at the top = highest priority and down from there).

Please be specific. This section and section 6 should include a detailed justification so that the resource prioritization committees understand your needs and their importance. Plans should be actionable, measurable and not just resource requests.

[List related institutional planning goals.](#)

Number	Program Plans	Related Institutional Planning Goals	Relationship to Previous Assessment	Expected Impact on Program/Student Learning	Resources Needed
1					No <input type="button" value="Add"/>

The vision for success goals are institutional planning priorities for the next several years. You can find the full Vision for success document at this link ([Vision for Success Goals](#)).

Please comment on how your area is planning to address the following during this academic year:

1. Increase the number of completers (including AA-T degrees, AA/AS degrees, and certificates)
2. Decrease the number of average total units a student must take to complete (For example, a discussion of Guided Pathways work in your area might be appropriate here, or larger efforts your area is undertaking to decrease total units to completion)
3. Equity (What is your area doing to promote equity across student groups?)
4. Increase the number of students finding living-wage work in a related field of study (CE areas only need to complete this section)

Include any plans that emerged on the Critical Reflection tab alongside your other program plans on the Planning tab.

Under Relationship to Previous Assessment, describe how this plan derives from your review and discussion of recent SLO assessment.

Under Expected Impact on Program/Student Learning, describe – in measurable terms – the change you expect to see as a result of carrying out each plan.