

Program Review FAQs – DRAFT – TO BE REVISED

What information is included in program review?

This process requires several distinct steps:

- A snapshot of the program at this point in time;
- Evaluation and reflection of the progress toward achieving program goals and supporting the college core missions; and
- Planning for program improvement.

Who completes an instructional program review?

- Instructional programs that offer a transcriptable certificate, an associate's degree or are part of a specialized pathway, such as ESL, Developmental English, Math My Way.

How often is program review completed?

- The program review process is a three--year cycle where instructional programs are reviewed annually, with a comprehensive review occurring every third year.

Who participates in the instructional program review process?

- While faculty and staff of the instructional program complete the program review template, the program review process also includes Deans, Vice Presidents, President, Program Review Committee (PRC), Operations Planning Committee (OPC) and Planning and Resource Council (PaRC).

D.I. – Disproportionately Impacted group

Program Review Writing Suggestions

- ***The audience for program review documents includes people outside of your program*** who may not be equally familiar with every program. Please provide as much detail and explanation as needed, minimizing use of acronyms, abbreviations or other jargon specific to your program. If program--specific language is used in the document, please provide an explanation for these terms.

- **All prompts must be completed.** If a prompt does not apply, please explain why. “Not applicable” is not an appropriate response.
- All program review documents are **public documents**, which are posted and accessible on the Foothill College website, to be viewed by internal and external members of our community. These documents are also used by shared governance groups in college planning and resource prioritization.
- **Use the format provided** in this template when completing program review. Programs not utilizing the given template will be rejected.
- Cite all data sources other than the program review datasheets. Include/attach these external data source(s) cited in the program review documents. Discussion of data should **include analysis or hypothesis regarding trend lines**.

- **Insert the four--column reports** for program--level and course--level student learning outcome (SLO) assessment into the Learning Outcomes Assessment Summary Section.
- **All resources requests must be documented in program review.** The resource prioritization process begins at the divisional level, proceeds to the Vice Presidents, OPC and finally PaRC who makes final recommendations to the College President. No resource requests will be funded if they are not listed in Program Resources and Support Section.
- The **Program Review Summary provides an opportunity to highlight aspects of the program.** Discuss **strengths, initiatives, concerns and changes** that currently affect or may affect the program in the coming cycle. Examples may include increasing student enrollment; gaps in student success; issues related to measuring progress toward program goals; changes in state regulations, etc.