**Program Review Template Instructions**

**Purpose:** A 3-year continuous, quality improvement, internal self-evaluation that allows specializations to reflect on performance relative to the college mission and strategic plan.

**Task:**

The Program Review template includes 3 sections:

1. **Executive Summary (1-1.5 pages maximum)**
   1. To be completed by a designated Program Chair and faculty members (Lead/Full-Time/Adjunct) *once sections 2-3 are completed*.
   2. The Division Dean/ IASC Committee should have access to sections 2-3 before the Executive Summary is completed.
2. **Data (3-4 pages maximum)**
   1. Completed by Program Chair (can work with IASC Rep) first.
   2. Include current program map to submission packet.
3. **Narrative (2-4 pages maximum)**
   1. Completed by Program Chair (or other designee) after the data is collected.
   2. This section is the discussion of findings from the data.

***Please note:*** *if there has been an accreditation self-study or quality assurance report on the respective program in the last year, that documentation can be submitted in lieu of sections 2-3, however the section 1- the executive summary- will still need to be completed and submitted with the accreditation documentation.*

**Directions for completion:**

Please fully complete each section of the Program Review Template. **Data Resources:** **A)** Program Review Dashboard; **B)** Successful Course Completion Dashboard (located on portal, College Info>Organizational Learning & Effectiveness>Institutional Research>TCC by the Numbers) **C)** Instructional Assessment Information <https://tacomacc.instructure.com/enroll/AJWMJH>. Beyond the links to data sets included for consistency and clarity of reporting, please email [outcomes@tacomacc.edu](mailto:outcomes@tacomacc.edu) for assistance.

**Criteria for Success:**

A completed program review that includes information from all 3 sections. The Program Review will be submitted to the Division Dean, who will also use all submitted Program Reviews to complete the SPYD in order to illustrate how their programs contribute to the strategic plan.

**Table 1. Program Review Cycle**

|  |  |
| --- | --- |
| **Date of Review** | **Milestone** |
| Fall 2020 | Communicate assessment expectations to faculty. |
| Spring 2021 | Complete Section 2: Data of Program Review |
| Spring 2022 | Address needs that result from Section 2. Gather all submitted CLO documentations. Use up to date data to complete Section 3: Narrative |
| Spring 2023 | Communicate findings from section 2-3 with faculty. Assess needs form Section 3. Complete Section 1: Executive Summary. |

**Section 1: Academic Program Review Executive Summary**

**Directions: 1)** This section is completed by the Program Chair with the involvement of other faculty in the program. Use faculty, or other, discussions of self-study to answer all of the questions below. Concise narrative and bulleted lists are acceptable. **2)** Attach or insert this as the first page in your final report after any included front materials (cover page, table of contents, etc.). **3)** Send the final report (all three sections and any attachments) to your Division Dean, copying the Instructional Assessment and Improvements Coordinator (IAIC). All summaries will be displayed in the [Instructional Assessment Canvas Course](https://tacomacc.instructure.com/enroll/FCDWG8).

|  |  |
| --- | --- |
| **Academic Specialization:** |  |
| **Year of Review:** |  |
| **Faculty Authoring Summary:** |  |
| **Dates full report shared with-** |  |
| **College Dean:** |  |
| **Program Committee:** |  |

**Faculty were involved in the review and discussion of results in the following way(s):**

**Gains, Gaps, Goals (3G’s) analysis:**

1. **Gains: major strengths/ opportunities noted during review:**
2. **Gaps: major weaknesses noted during review:**
3. **Goals: actions and/or goals for the next cycle as a result of findings:**

**Section 2: PROGRAM REVIEW DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **College/ Department:** |  | | |
| **Academic Specialization:** |  | | |
| **Date of Submission:** |  |  | |
| **Year of Last Review:** |  |  | |
| **Name(s)/Title(s) of those completing the report:** |  |  |  |
| *Include the most current copy of the Program Outcome Mapping. If map is over 3 years old, please also note date of expected update.* | | | |

**Program (Specialization) Mission Statement (Specializations are encouraged to create mission statements stating why they exist and the overall goal for the experience they wish to provide students seeking their specialization):**

**Specialization Learning Outcomes (please number the list):**

**WORKFORCE DEMAND**

*Access CurriQnet for CIP codes:* [*CurriQnet*](https://tacoma.curricunet.com/Account/Logon?ReturnUrl=%2f)

*For employment details feel free to use* [*Career Coach*](https://tacomacc.emsicc.com/?radius=&region=Seattle-Tacoma-Bellevue%2C%20WA) *or the United States Department of Labor- Bureau of Labor Statistics*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CIP Code(s) | Occupation(s) | Job Outlook  (Growth/ Flat/ Decline) | Total New/ Replacement Jobs in Current Year | Average Hourly Wage (current year) | Education Required |
|  |  |  |  |  |  |
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**PROGRAMMATIC ACCREDITATION- STANDING OF THE PROGRAM**

*Please name the accrediting body and note per year, any reports, site visits, and relevant findings/ follow-up*

|  |  |
| --- | --- |
| Accrediting Body: | (Insert name here) |
| 2020 |  |
| 2021 |  |
| 2022 |  |

**RECENT RECOMMENDATIONS OF THE PROGRAM COMMITTEE / ADVISORY BOARD**

*Note any discussions, actions recommended, and results (or explanation if recommendations were not followed)*

|  |  |
| --- | --- |
| 2020 |  |
| 2021 |  |
| 2022 |  |

**CO-CURRICULAR ENGAGEMENT ACTIVITY**

*List any activities, projects, strategies included in the program- identify success/challenges of the activities*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Library Initiatives | Career Services | Student Success/Advising | Other (OSE, CASA-MECA, MESA, MoD..etc). |
| 2020 |  |  |  |  |
| 2021 |  |  |  |  |
| 2022 |  |  |  |  |

**FACULTY THOUGHT LEADERSHIP DATA**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Percent Who Published (Article, Book) | Percent Who Presented (Industry or Academic) | Awards (List faculty name and award received) |
| 2020 |  |  |  |
| 2021 |  |  |  |
| 2022 |  |  |  |

**FACULTY QUALIFICATION DATA**

*Review faculty classification for alignment to accreditation and professional associations.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Name- (include faculty who have taught course(s) in specialization core courses, expand table as needed) | Full-Time (Tenured) | Full-Time Temporary | Adjunct | Comment/Notes: |
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**RECENT PROGRAM ASSESSMENT DATA**

*Include data results for each year (Learning Mastery Gradebook- Student Learning Outcomes,* [*Civitas Learning*](https://tacomacc.civitaslearning.com/)*: Illume Courses, Illume Students, and Illume Impact)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Direct and Indirect Assessment Data | [Graduation Rate](https://insight.careered.com/_layouts/15/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/SSRSReports/Home/CEC/CEC_SM/Admissions/Program%20Grad%20Rate/CTU%20Graduation%20Rate.rdl) | [Program Retention Rate](https://insight.careered.com/_layouts/15/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/SSRSReports/Home/CEC/CEC_SM/Academics/Retention%20Rate/RetentionRate.rdl) |
| 2020 |  |  |  |
| 2021 |  |  |  |
| 2022 |  |  |  |

**RECENT PROGRAM EVALUATION DATA**

*Include data results for each year (feel free to include the surveys you have distributed and have access to, for end of course survey data reach out to e-Learning).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Student End of Course survey (Avg) | Faculty End of Course survey (Avg) | Alumni Survey | Employer Survey |
| 2020 |  |  |  |  |
| 2021 |  |  |  |  |
| 2022 |  |  |  |  |

**PROGRAM DEMOGRAPHIC DATA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Pulled:  00/00/00 | Gender (%): | | | | Total Count | Age (%): | | | | Military (%): | | |
| Male | Female | Other | N/A |  | 21-35 | 36-50 | 51-65 | Over 65 | Enlisted/Active | Veteran | Spouse |
| [Student](https://tacomacc.civitaslearning.com/)  2020 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| Faculty  2020 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |  |  |  |  |  |

**STUDENT ETHNIC/RACIAL IDENTITY (Percentages)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date Pulled:  00/00/00 | American Indian or Alaska Native | Asian | Black or African American | Hispanic | Native Hawaiian or Other Pacific Islander | Not available | White |
| 2020 |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |

**BUDGET IMPLICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Note any major expenditures (new technology, books, etc.) | Proposed cost | Actual Cost |
| 2020 |  |  |  |
| 2021 |  |  |  |
| 2022 |  |  |  |

**\*\*\*Please note, the next section is a narrative reflection of the program based on the discussions with faculty and data review. \*\*\***

**Section 3: PROGRAM REVIEW NARRATIVE**

**Course Level**

* ***Share your achievement in improving student learning outcomes in specialization, foundational, and shared courses. (Reach out to*** [***Institutional Assessment & Improvements Coordinator***](mailto:outcomes@tacomacc.edu) ***or*** [***Institutional Assessment Canvas***](https://tacomacc.instructure.com/courses/1765974/pages/documenting-clo-assessment) ***Course for all CLO Assessment Documentations submitted from your Specialization related courses.)***
* *If applicable- Reflect on why your program did not meet expectations regarding course learning outcome achievement. Be sure to address these issues in the next question on action steps.*
* *What steps do you plan to take to improve course learning outcome achievement?*
* ***Share your achievements toward improving faculty meeting the expectations in specialization, foundational, and shared courses.***
* *If applicable- Reflect on why any faculty did not meet expectations regarding course learning outcome achievement. Be sure to address these issues in the next question on action steps.*
* *What steps do you plan to take to improve faculty course learning outcomes achievement?*

**Program Level**

* ***Share your successes in improving program persistence and completion.***
  + *As applicable- Reflect on why your program did/did not meet expectations regarding persistence and completion. If expectations were not met, be sure to address these issues in the next question on action steps.*
  + *What steps do you plan to take to improve program continuation and completion?*
* ***Share your observations regarding program enrollment.[[1]](#footnote-1)***
  + *If applicable- Reflect on why your program did not meet expectations regarding enrollment. Be sure to address these issues in the next question on action steps.*
* *What steps do you plan to take to improve/ maintain program enrollment?*
* ***Summarize your specialization learning outcomes assessment plan here or provide an attachment of your 3 Year Assessment Plan.***
* *Do you plan to make any changes in your assessment of specialization outcomes? If so, describe those changes here.*

1. Please include any work/ discussions/ strategies with Admissions team (if any). [↑](#footnote-ref-1)