
Cerritos College Instructional Program Review 2023-2024 Orientation

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Chair of Instructional Program Review Committee

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(IERPG)*

Presented to Programs up for Review in 2023-2024 on August 30, 2022



Overview

- Instructional Program Review is about program improvement
- Process prompts faculty reporting on:
 - program overview and goals
 - assessment and data analysis
 - reflection on program performance
 - resource requirements
- Process must include evidence to support assertions made – (see IPR Handbook, Appendix C)
- Start gathering data early!

Timeline

- Programs will have approximately one year to complete their reports
 - e.g. Aug 2022 – Aug 2023
- All deadlines are driven by the “Visitation Date”
- Final report is due two weeks before the “Visitation Date”
- Draft report due date is department specific

Phase 1 – Planning and Training (August - December)

- Programs under review are notified
- All faculty are notified and encouraged to participate
- Complete Appendix E (IPR Planning Form) in IPR Handbook
 - Submit to IPR Committee Chair by end of Fall semester
(Dec. 16, 2022)

Phase 2 – Self Study Design and Analysis, Report Preparation, and Feedback (prior to review year through the review year)

- Seek input from program and division colleagues
 - Program Faculty
 - Division Dean
 - Division curriculum committee representative
 - Division SLO facilitator
- IPR Comprehensive Program Review draft due to IPR Committee Chair and IPR Committee Liaison(s) by department specific date

Phase 2 – Self Study Design and Analysis, Report Preparation, and Feedback (prior to review year through the review year)

- Program review data: [IERPG's Data Dashboards](#)
 - If additional data is desired, IERPG's [research request form](#)
 - Navigating IERPG's dashboards

The screenshot displays the IERPG Data Dashboards website. The top navigation bar includes links for ABOUT, ADMISSIONS & AID, ACADEMICS, STUDENT LIFE, SERVICES & SUPPORT, and a search icon. The main content area is titled "DATA DASHBOARDS" and features links for "IERP Dashboard Directory" and "IERP Dashboard Guide". Below these are two tabs: "Internal Dashboards" (selected) and "Private Dashboards". A list of dashboard categories is shown, including "Dashboard", "Aspen", "Awards", "Momentum Points", "Scheduling Patterns", "Student Equity", and "Unit Planning and Program Review". A left sidebar contains the text "IERPG SECURED PAGE" and a menu with options: Home, Contact Us, Data Dashboards (expanded to show Public and Internal Data Dashboards), Data Coaching, and Fact Book.

Phase 2 – Self Study Design and Analysis, Report Preparation, and Feedback (prior to review year through the review year)

- Meet as a Department and discuss the findings of your data gathering process
- Follow self study format – See IPR Handbook (Appendix C)
 - Description of the Program
 - Program’s goals
 - Data analysis (e.g., trends and disproportionately impacted groups)
 - Curriculum changes (if necessary)
 - Assessment and student learning outcomes
 - Resources requests
- Establish Educational Goals – (Appendix C)
 - SMART goals (Specific, Measurable, Achievable, Realistic, Time-based)
 - Mid term (next 3 years)
 - Long term
- Due dates
 - Draft – Department specific
 - Final – Two weeks before presentation date
- Complete Appendix E (IPR Planning Form) in IPR Handbook
 - Submit to IPR Committee Chair by end of Fall semester (Dec 17, 2022)

Phase 3 – Instructional Program Review Visitation (October – April of review year)

- All liaison committee members will read the Draft report
- Comments will be provided on the Draft report within 2 weeks after submittal
- Final report is then submitted integrating the comments from liaison committee members.
- During the Visitation program faculty will present their report
 - Briefly describe the program and its programs, certificates, etc.
 - Review performance
 - Provide evidence (IERPG data) for assertions
 - Discuss questions/issues noted by committee

Phase 4 – Closing the Loop by Reporting Out (Nov/Dec and April/May of review year)

- IPR Committee creates a summary report for the Senate and Coordinating Committee each semester
- Report highlights key observations and accomplishments of the committee
- Observations from past reports have included trends regarding data accessibility, impacts on programs from various legislation, common challenges departments face, and non-compliance issues

Final Comments

- Program Improvement is the objective
- Collaborate – Share ‘best practice’ ideas
- Cooperate – Share the work
- Contemplate – Consider alternatives
- Evaluate – Develop a plan to improve
- SLOs & eLumen – Contact SLO Committee chair for assistance
- Q & A
 - William Tsang (wtsang@cerritos.edu) ext. 2777
 - <https://www.cerritos.edu/program-review/default.htm>

Next Steps

- Complete Appendix E from IPR Handbook
 - Turn into William and Jasmin (wtsang@cerritos.edu and jsanchez@Cerritos.edu)
- Programs to contact IERPG and Library → Div. Dean → IPR Chair by End of Fall Semester, 2022 (12/17/22)
- Encourage programs/faculty to collaborate if necessary
- Familiarize yourself with eLumen portal, link below
- FYI - your Program Review will be rolled up to your Division Dean instead of completing both an annual plan and comprehensive program review



Adobe Acrobat
Document

Questions