Cerritos College Instructional Program Review 2023-2024 Orientation

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Chair of Instructional Program Review Committee

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Director of Institutional Effectiveness, Research, Planning, and Grants (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)



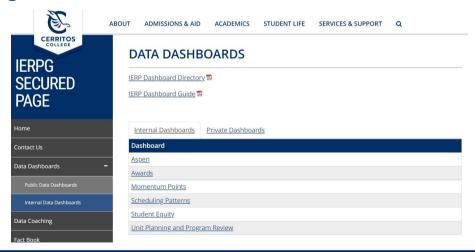
Phase 2 – Self Study Design and Analysis, Report Preparation, and Feedback (prior to review year through the review year)

- 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





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
- O & 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





Questions

