



Instructional Program Review 2021-2022 Orientation September 29, 2020

Overview

- Instructional Program Review is about **program improvement**
- Process includes tools for faculty to identify program's reflection, progress, and goals
- Process includes tools for setting educational goals of the program
- Process **MUST** include evidence to support assertions made – Start gathering early!

Timeline of the Process

- Programs will have approximately one year to complete the process
- All deadlines are driven by the “Visitation Date”
- Draft of the self-study report is due September 1 of review year(see IPR Handbook pg. 10)
- Final report is due 2 weeks before the “Visitation Date”

Phase 1 – Planning, Training and Design (August – December)

- Programs under review are notified
- All faculty are notified and encouraged to participate
- Meet with Institutional Effectiveness, Research and Planning (IERP) Office to design and implement data gathering devices:
 - Student surveys
 - Focus groups (advisory committees, student clubs)

Phase 2 – Self-study design and data analysis, Report Prep, and Feedback (January – September)

- Institutional Data – Tableau Dashboards or research request
- Program Data – Minutes, Memos, emails, etc.
- Primary Data – Surveys, Focus Group memos, (data gathered specifically for Program Review purposes -Appendix F)
- Gather information to support any conclusions and/or assertions
- Most recent data must be current (within 2 years)
- Include Course, Program and Institutional SLO assessments, improvement plans and results (Appendix C)
- Include information gathered from Curriculum Committee Checklist (Appendix G)

Phase 2 (Contd)

Presentation by Institutional Effectiveness, Research and Planning Office Representative(s).

“DATA – Your BFF for IPR”

Program Review Data

- IERP's Website:
 - Unit Planning/Program Review
 - Awards
 - Majors and Demographics
- Research Request Form:
<https://www.cerritos.edu/ierp/ResearchRequest.htm>

Phase 3 – Self-study Report Preparation

- 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 range
- Due dates
 - Draft – September 1 of review year
 - Final – 2 weeks before presentation date
- Submittal Form as the front page of the report (Appendix G)

Phase 4 – Visitation to IPR Committee (October – April)

- All liaison committee members will read the report
- Comments will be provided on the draft within 2 weeks after submittal
- During the Visitation program faculty will review all established goals. (See Appendix F)
 - Provide evidence for assertions
 - Discuss questions/issues noted by committee
- Report Approved (Appendix H)

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

Q & A

- Sunday Obazuaye (sobazuaye@cerritos.edu) ext. 2754
- Committee Webpage www.cerritos.edu/program-review

Handouts

- Appendix E
 - Programs to contact IERP and Library -> Div. Dean -> IPR Chair by End of Fall Semester, 2020 (12/18/20)
- 2021-2022 Calendar (download from IPR website)
 - Encourage programs/faculty to collaborate if necessary
- Programs to download Appendices A, C, E, and I from IPR website: <https://www.cerritos.edu/program-review/>
- Program Review Reports should be 12-15 pages
- Reports may also be submitted in eLumen