

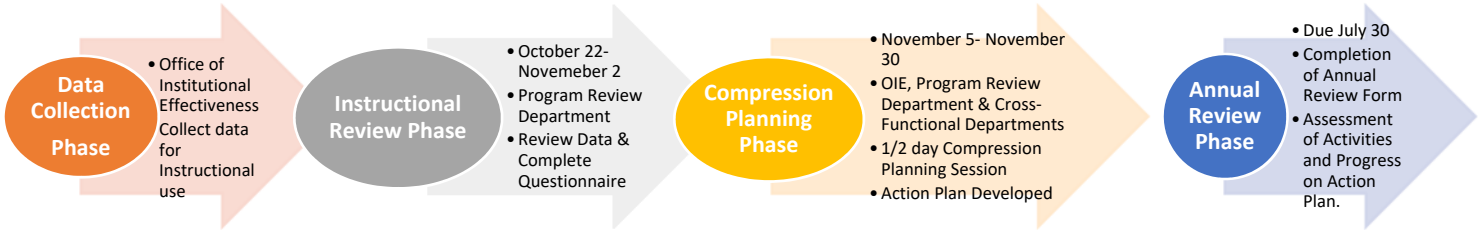


Instructional Program Review

Fall 2018

Instructional Program Review

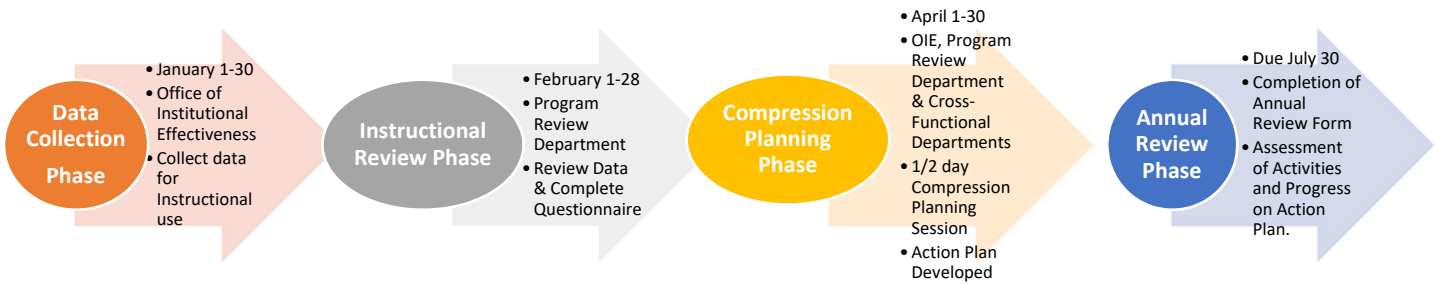
Economics, Humanities & Government, Foreign Languages, Fire Protection Technology, Criminal Justice & Drug and Alcohol Abuse Counseling



Spring 2019

Instructional Program Review

English, Mathematics, Vocational Nursing, Office Administration





Instructional Program Review

Phase 1: Data Collection

Owner: Office of Institutional Effectiveness (OIE)

For each program review, data will be gathered and distributed to the program. Data includes student enrollment, course and graduation data. For workforce/technical programs, each program will be given Perkins Grant information and labor market information. The data provided is assist the program in completing the Program Review Questionnaire.

Timeline: 1 Month

Phase 2: Instructional Review

Owner: Instructional Program

Each instructional program will receive a Program Review Questionnaire along with program data. Programs will complete this questionnaire using data provided by OIE, data from other agencies or accreditation boards that pertains to the program and activities within the program. In order to fully complete the questionnaire, programs may need to review data/information from external agencies or other reviews that are directly connected to the program (Example- State Board of Nursing for nursing programs). The questionnaire should reflect current activities in the program as well as future needs. Program faculty both full time and adjuncts should actively participate in the instructional review process.

Note: This process is new and will require some revision as we move through each phase. Make sure to communicate with the OIE on any issues found or questions about the process or questionnaire.

Timeline: 1 Month

Phase 3: Review & Preparation for Compression Planning Sessions (CPS)

Owner: External Affairs & Office of Institutional Effectiveness (OIE)

Once the Program Review Questionnaire is completed, the questionnaire along with any attached documentation will be reviewed. During this review, the owners will make strides to determine any trends or possible “talking points” based on the information provided. During this time period, the owners will communicate with programs on trends discovered and develop a plan of action for the CPS. The owners may request further clarification or additional information to support a trend or “talking points” for the CPS.

Timeline: 2 Weeks

Phase 4: Compression Planning Session (CPS)

Owners: Instructional Program & Cross-functional areas

Facilitators: External Affairs & Office of Institutional Effectiveness (OIE)

The CPS will be a face to face session that will last approximately 4 hours. The session will consist of selected program faculty and cross-functional departments. Cross-functional department attendance will be determine during Phase 3



Instructional Program Review

based on information on the questionnaire. Attendance to the session is specific to each programs needs and trends determined during Phase 3. During the CPS, all areas will open communication based on results derived from Phase 3. The session goal is to determine goals/objectives as well as create an action plan for the program.

The CPS is a visual group process designed to bring out a group's best thinking and energy to resolve complex issues in an environment of fair play and equal participation led by a facilitator. Compression planning gets everybody heading in the same direction and compresses the planning time for major projects to enable your programs to achieve the result you need.

Timeline: 4 hour session (approximately)

Phase 5: Action Plan Review & Annual Review Process

Owners: Instructional Program, Dean of Instruction, Vice President of Instruction, Institutional Effectiveness Committee (IE)

Facilitators: External Affairs and Office of Institutional Effectiveness

After the CPS session, the action report will be forwarded for review to the Dean of Instruction over the program and the Vice President of Instruction. Each of these areas will be able to make any comments as well as discuss outcomes with the program. Once all of the Instructional Division has reviewed the action report, the final document will be sent to the IE Committee. Annually, an update document will be sent submitted to the IE Committee on the status of the action plan. Each program review will be based on a 3 to 5 year rotation.

Timeline: 1 Month



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Phase 2: Questionnaire Development

The questionnaire is the most important part of the process. The questionnaire responses will help to determine the goals and task going forward with each plan. The responses also help OIE determine who will be in attendance for the compression planning sessions.

Questionnaire Completion

Review Data-

1. Institutional Data- The OIE has developed a dashboard of institutional data. Data is a reflection of several years prior. Analyze the data to determine trends and opportunities for the program.
 - a. Student Learning Outcomes-SLO data should be reviewed during this process. Review action items and discuss in the questionnaire how the program will accomplish these task.
2. External Data- Each program may use data from other agencies that show an impact to the program. This could be passing rates for licensure programs, standards that determine external accreditation specific to the program, transfer information, graduation and/or persistence information.
3. Workforce Data- Each program may want to use data elements from employment information. This type of data can help programs explain viability for the program as well as future opportunities for expansion and/or change.
4. CTE Programs- Review of Perkins Grant measures. A dashboard of Perkins Measures is available to show how CTE programs are performing. Discussion on the questionnaire should reflect activities the program engages in to meet specific measures.

Programs should reflect on the data and other items of importance to complete the questionnaire. If data is provided from another source beyond institutional data, please site where the information was derived.



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Hill College Data Dashboard

The data dashboard has been developed using institutional data that will be updated each year. Data has been reviewed for accuracy, but each program should review the information for accuracy. Any questions about any of the data dashboard pages should be directed to the Office of Institutional Effectiveness.

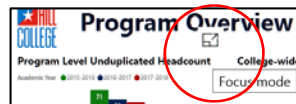
Navigation

- Select the specific program to review at the top right of each page. A dropdown menu will appear and select a

program by clicking the box.

- Program Dashboard has four pages. Navigate from page to page by click on the

- Each chart/graph can be expanded by clicking on the



icon at the top right of each graph. This will take you to a larger visual of the chart/graphic. Right clicking on this page will give you a show data option. A chart will appear below the graphic to see information in a table format. Select the

to navigate by to the dashboard page.

- Each chart/graphic is equipped with hover capability. Data information can be seen by hovering over a graphic.
- A few charts are flip charts. Data will flip in 8 second intervals or by clicking on the chart. On page 2 Student Demographics, the ethnicity charts. On page 3 Course Enrollments, Instruction Mode and Program Level Sections are all flip charts.
- Larger tables will have slide bars on the right-hand side.
- Several charts are College-wide charts to allow each program to compare their program to the college as a whole.