

# Status of Program Review and Planning

**The Commission expects that institutions are at the Sustained Continuous Quality Improvement level for Program Review and Planning on the Commission's Rubric for Evaluating Institutional Effectiveness. The college should describe how ongoing instructional and non-instructional program reviews are tied to the systematic institutional planning and resource allocation processes in support of institutional effectiveness.**

Program Review at Citrus College is vigorous and sincere. All instructional programs conduct program review on a six-year cycle with vocational programs conducting additional reviews every other year.

Non-instructional programs conduct program review every six years. Citrus College has initiated a six-year program review process for institutional support areas as well. Student learning outcomes (SLOs) are addressed in all program reviews conducted throughout the college. Program reviews in all areas generate recommendations that may trigger planning and resource allocation needs. The validation process for these program reviews includes review and discussion at the Educational Programs Committee before reports are sent to the Steering Committee for discussion and adoption. From Steering, the reports are forwarded to the board of trustees.

Instructional program review at Citrus College calls faculty and others in instructional disciplines to reflect on the program's mission, need, quality, feasibility, and compliance matters. The Office of Institutional Research provides six-year longitudinal performance indicator data to each program for dialogue. Faculty and others develop program level learning outcomes, and set a schedule for curriculum review and updates which include development or revision of SLOs. Additionally, course level SLOs are indexed to program outcomes. To make program review outcomes a more vital part of planning and budgeting processes, the Academic Senate, the Office of Instruction, and the Office of Institutional Research implemented an annual component to the instructional program review process in 2008. These annual updates provide current data and resource needs that are tied to institutional planning and resource allocation. Specifically, instructional program review recommendations are reviewed and prioritized within divisions. The deans then come together and prioritize across the Instructional program. Long range goals are listed in the *Educational Master Plan*. Short range goals go forward to Finance and Facilities Committees for planning.

Non-instructional program reviews are completed in two major areas: instructional support and student services. Program review guidelines were reviewed and refined in fall 2008 so that approaches to program review are common among all non-instructional programs and services. The guidelines for non-instructional program review call for dialogue in the areas of integration with other programs; program self-evaluation; effective practices; opportunities for improvement, recommendations and needs identification; and technical assistance/training needs. An index identifies equivalent documents in the instructional program review process.

Instructional support areas include learning center; athletics; college success/basic skills; continuing, contract and non-credit education; distance education; honors; learning services; library; study abroad; success centers; child development center; technical preparation; and performing arts center. Student services areas include career and transfer services, admissions and records, counseling, DSP&S, EOP&S/CARE/CalWORKS, financial aid, food services, health center, student employment, student affairs, bookstore, security, school relations and outreach, non credit matriculation, and credit matriculation.

In the spirit of sustained continuous quality improvement, Citrus College plans to review the instructional program review process through summer and fall 2009. Institutional support areas will refine the process of review, identify areas subject to review, and set the schedule of ongoing review. Citrus College is considering adoption of the CurricUNET program review component. This automated system links to the CurricUNET curriculum management process and would allow for collection and analysis of program review data including identification of resource needs.