# Santa Ana College Program Review

A process for self-evaluation and continual improvement

## Academic/Instructional Programs | PROGRAM REVIEW REPORT, 2022

### Description of Program Review

Santa Ana College strives to be a dynamic learning community that inspires, transforms, and empowers students through quality programs and enthusiastic teaching, learning, and serving. The program review process is designed to ensure excellent educational programs that address student and community needs. As program review is a continual and purposeful process of self-evaluation, it is helpful to focus on where your program is now from a variety of perspectives as well as where you want the program to be in the future and how and when your program will reach that point.

####  The purpose for program review is to:

* Provide quality programs through peer review and self-evaluation
* Develop a meaningful system for collection and reflection of learning assessments and other effectiveness measures
* Ensure that the program meets its stated mission and addresses the strategic directions of the college
* Recognize and celebrate achievements and successes
* Identify and address trends, concerns and difficulties
* Address and fulfill accreditation requirements.

####  Elements of the process include:

* Faculty leadership
* Flexibility in defining your areas you wish to be assessed
* Support provided by SAC Research Office
* Collect qualitative and quantitative data and other pertinent documents from the past 4 academic years. *For example, if completing 4-year review in Fall 2022, data will be from the past 21/22, 20/21, 19/20, and 18/19. The previous time you turned in a 4 year, would have been Fall of 2018.*
* Recommendations based on quantitative and qualitative data
* A continuous improvement cycle whereby the recommendations and action plan for one cycle are addressed in the next cycle
* Sharing and communication of the program review summary and action plan with others at the college.

####  A program review team should consist of an appropriate combination of the following members:

* A Team Chair, typically the department chair or a faculty member appointed by the department chair
* The program director/coordinator, if applicable
* Designated faculty and staff from the area, appointed by the Team Chair.
* Adjunct faculty and/or part-time staff as appropriate, appointed by the Team Chair.
* Support from the Division Dean

#### The process will involve the following steps:

* Identify the Team Chair and team members for program review
* Hold a team meeting to review purpose, process and product
* Collect qualitative and quantitative data and other pertinent documents
* Review the data, reflecting on the purposes for program review
* Complete the program review form;
* Present summary of program review data and conclusions during the following spring at a program review forum.
	+ Which elements are shared at program review forum?
		- Executive Summary and Narrative
		- Description of Program
		- Summary
		- Action Plan

#### Timeframes for program review will be:

* Every four years for most programs
* Attend training workshops and collect some data during spring semester
* Program Reviews (both annual and 4-year review) are to be turned into division dean during the fall semester
* More often for programs where specific issues have been identified and where interim reporting may be necessary

### I. Cover Page (Not necessary in Nuventive Improve)

* Program Name
* Program Review Year
* Submitted to: List the appropriate person the report is submitted to (typically your Division Dean)
* Date report is submitted

### II. Executive Summary and Narrative (not to exceed two pages)

* Provide a brief account of the program evaluation process.
* Provide key accomplishments since the last four-year review and any major recommendations for the next four years.
* Include program review team members. **Note:** Not all programs will be able to have a team, however if at all possible include others in the review process.

### III. Description of Program (not to exceed three pages)

* State the program’s mission.
* List the top 3-5 goals/priorities of the program. **Note:** These are your prior or past goals. Summarize if they have been met, changed, or if the program was unable to complete.
* Summarize the history of this program on campus (briefly).
* Amount of program’s faculty and staff
	+ [FT/PT, staffing, …]

**Each of the following sections should be completed briefly – answer the questions asked and attempt to answer them with a paragraph or less.**

### IV. Alignment with Santa Ana College’s vision, mission, values and regional and national standards

* Explain how the program’s mission aligns with the College’s mission.
* Has the purpose of the program changed in the past 4 years?
* Do you expect the purpose to change in the next 4 years?

### V. Students Served

Reflect on the degree to which the program is meeting student needs. Comment on each of the following categories. Some examples are given after each category—please comment on only those that are applicable to this program. **Note that phrases/words within [ ] are examples. Not all of them need or can be addressed by all programs.**

* Student Learning Outcomes Assessments (faculty-driven, meaning programs showcase their own assessments – research department can assist, however)
	+ [Documented outcomes, degree of faculty participation in regular assessment activities, results of assessments, what has been learned from assessments, what has changed as a result of assessments, what plans are there for changes in the future, are there appropriate feedback loops to improve student learning, …]
* Demographics (see [website](https://libguides.sac.edu/sacprogramreview/instruction) for data paths and links)
	+ [Analysis or examination of the demographics of the students enrolled, special populations being served or not being served, trends and patterns of enrollment, comparisons to other California Community Colleges and national trends, …]
* Student Satisfaction (see [website](https://libguides.sac.edu/sacprogramreview/instruction) for data paths and links)
	+ [Student surveys of enrollees, transfer students and/or graduates (program-specific or institution-level), qualitative measures for example focus groups or interviews, …]
* Student Success (see [website](https://libguides.sac.edu/sacprogramreview/instruction) for data paths and links)
	+ [Retention and completion rates, placement data, comparison to other California Community Colleges and national trends, transfer rates and/or transfer success, graduates’ perspectives, employers’ perspectives, degree to which diverse populations succeed, …]

### VI. Curriculum

* Summary of Program Courses
	+ [enrollment, number of sections]
* New Courses/Degrees/Certificates
	+ Student Learning Outcomes of the new course / Program Learning Outcomes of new degree/certificate (include PLO mapping)
	+ Data Analysis [impact or justification of new course]
* Course Deletions
	+ Data Analysis [impact or justification of course deletion]
* Distance Education additions
	+ Student Learning Outcomes of the Distance Education addition
	+ Data Analysis [impact or justification of distance education addition]
* Assessment
	+ List any changes made to curriculum as a result of SLO assessment
* Innovations or Changes
	+ [New issues, improved methods, significant changes…]

### VII. Support and Services

Reflect on support issues related to the program — please comment **on only those that are applicable to this program.**  To what degree are they met? Give praise where applicable and list any changes or improvements made. **Note that phrases/words within [ ] are examples. Not all of them need or can be addressed by all programs.**

* Technology
	+ [Hardware and software, technical issues and/or support, instructional issues and/or support, training for faculty, …]
* Facilities and Equipment
	+ [Cycles for replacement or refurbishment of equipment, classroom spaces, labs, furniture, concerns, needs, …]
* Professional Development
	+ [Trainings, opportunities for professional growth, support from college, …]
* Learning Resources
	+ [Collection of books, databases, journals, videos, …; learning assistance or tutoring, …]
* Marketing and Public Relations
	+ Links to documents only. Do not include full documents in program review report.
	+ [Brochures, print materials, website, special events, recruitment efforts, …]
* Support Services
	+ [Advisement, assessment, testing, job placement, …]
* Resources, Budget
	+ [Staffing, operating and capital budgets, grants, …]

### VIII. SAC Focused: Guided Pathways and Equity & Vision Goals

* What improvements to “Ensure Learning” have been made within your program?
	+ [How have you used your findings in *Section V: Students Served* to inform changes in outreach, support, or facilities that support students. Provided professional development activities, analyzed effective teaching strategies…]
* Reviewing *Section VI: Curriculum* above, how has your curriculum, including PLOs, been informed by Guided Pathways and Equity initiatives? Please share specific examples.
	+ [program learning tied to career or further educational success, transfer data, job placement…]
* Are there areas of disproportionate impact? What may be contributing to these distributions? What could you do differently to reduce disproportionate impact?
	+ Refer to SAC Vision for Success Goal 5 Equity for disproportionately impacted student groups (find [vision for success goal 5 within the program review working site](https://libguides.sac.edu/sacprogramreview/instruction)).
	+ [What is Disproportionate Impact](https://libguides.sac.edu/sacprogramreview/instruction#s-lg-box-wrapper-29711933) (DI)?

### IX. Include your current funding request

* Only your most current funding and/or funded request is needed
	+ [Resource allocation request, Equity funding, Strong Workforce, etc.]

### X. Summary/Conclusion (not to exceed one page)

A holistic review/analysis of your program over the last 4 years and what you’ve learned from completing your current 4-year review.

[Highlights, Strengths, Challenges, Program Achievements. Recommendations for Change (both internal and external to your program), Celebrations, Recognition (awards, honors), and is additional data needed to effectively evaluate this program]

### XI. Action Plan (not to exceed one page)

**Your final task is to develop a plan to improve your program. This is where you look forward – what goals are you planning for the next four years.**

[Identify 2-3 program goals and objectives for the future, improvements planned, changes taking place, responsible parties, timeframes, resource implications, etc.…] You will be evaluating and adjusting these goals in your next three annual reviews.

* Goal:
	+ Objective:
		- Timeframe:
		- Responsible Party(ies):
		- Resource Implications:
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	+ Objective:
		- Timeframe:
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