

## **DRAFT - Program Efficacy Process for 2009/2010**

1. Program efficacy is initiated every three years regardless of how many years it took a program to complete the efficacy process.
  - a. For instance: if a program was up for review in 06/07, received a rating of “probation” and completed the program review process in 07/08 their next efficacy cycle will commence in 09/10 three years after the last cycle was initiated.
2. Each program being reviewed will be assigned an Efficacy Team of two committee members.
  - a. Committee members will be a mix of faculty, administrators and staff. Vice-Presidents will not be a part of the Efficacy Team. Faculty, administrators and staff shall not be asked to review their own program/division, except in unusual circumstances.
3. Programs being reviewed will be supplied with the necessary data at the beginning of their review cycle.
4. Programs will have three weeks to write their program efficacy document and submit it to their Efficacy Team, Dean and Program Review Co-Chairs.
  - a. Programs being reviewed will be supplied with the necessary data at the beginning of their review cycle. Beginning Fall 2010 data will be provided to all departments/division every August
  - b. Report training and mentoring will be available to programs during the first two weeks of writing.
  - c. Report writers should actively consult their Efficacy Team and Division representatives about the efficacy process
5. Upon receipt of the written report, Efficacy Team members will have two weeks to;
  - a. study the report
  - b. Interview the program writer and any faculty, staff or administrator associated with the program to ask questions, obtain additional data and/or understanding of the program, tour the program area. (Note: Efficacy Team members will schedule this meeting
  - c. Write a written response with an overall recommendation of Continuation, Probation, or Contraction to the Program Review committee.
6. Efficacy Team will present their report and overall recommendation to the Program Committee. Program Review committee votes to accept or reject the recommendation.
  - a. In the event full Program Review Committee rejects the recommendation of the Efficacy team, the full committee will discuss the report and efficacy document point-by-point
  - b. After discussion is completed, the committee will make a recommendation by voting on each ranking (Continuation; Probation & Contraction). The ranking with the majority vote will become the Committee’s final recommendation
  - c. If the Committee’s final recommendation differs from the recommendation of the Efficacy Team, a written report detailing the reason for the change will be provided to the program.

## Draft: Committee Roles for Program Efficacy

### Program Review Co-Chairs

- Plan meetings and agendas
- Edit and e-mail all Program Review documents to campus
- Read all documents submitted to Program Review
- Compile efficacy results and distribute the results to the campus
- Compile and distribute program feedback
- Schedule and conduct FAQ sessions
- Ensure that programs receive appropriate data
- Fulfills their role(s) as Program Efficacy Team members in timely manner
- Be a mentor to their divisions.

### Program Review Committee members

- Attend all full Program Review Committee meetings
- Fulfills their role(s) as Program Efficacy Team members in timely manner
- Be a mentor to your divisions! Offer assistance. Remind them of deadlines.

### Efficacy Roles

Each program being reviewed will be assigned an Efficacy Team composed of a Team Coordinator and a Team Reporter.

#### Efficacy Team Coordinator

- Attends all Program Review Committee meetings and all meetings with the program being reviewed
- Contact program writer and offer assistance
- Remind program writer of due dates
- Schedule meeting(s) with program writer and applicable parties for interview/tour of program
- Schedule meeting(s) with efficacy team reporter to go over recommendation
- Reminds efficacy team reporter of report deadlines and presentation of report to Program Review Committee

#### Efficacy Team Reporter

- Attends all Program Review Committee meetings and all meetings with the program being reviewed
- Is available to be contacted for advice by program writers
- Provides written feedback to the program being reviewed
- Writes efficacy report and recommendation to be presented to the committee

- In the event the Program Review committee overturns the recommendation of the Efficacy Team, the efficacy team writer provides written feedback to the program.

#### Program Writer

- The Program Writer is the Program Review Committee's point of contact for programs that are going through the Program Efficacy process, usually a Department Chair, area supervisor or Dean.
- Is responsible for writing the efficacy document and turning it in to their Dean and the Committee/Efficacy Team on time.
  - Program writer will be provided with the data needed to write the efficacy document
  - Program writer will have the opportunity for efficacy training and/or Q&A
- Works with the Efficacy Team Coordinator to schedule a face-to-face review of the program efficacy document with efficacy team members and interested parties (faculty, staff and administration).

DRAFT

DRAFT: Spring 2010 Efficacy: Programs to be reviewed for pilot

Rationale for breaking into two groups:

- Realignment of Divisions lowered the membership of the Program Review Committee
- Allows committee to review Instruction separate from Student Services and Administration
- Allows committee to review probationary programs at one time
- Program Efficacy documents should be easier to write

DRAFT

**Program Efficacy Pilot Spring 2010**

Why have a pilot study?

In response to campus wide feedback that program review be a more interactive process, the committee will pilot a program efficacy that includes a review team who will interviews and/or tour a program area during the efficacy process. Another campus concern focused on the duplication of information required for campus reports. The pilot will incorporate the Educational Master Plan one-sheet and strive to reduce duplication of information while maintaining a high quality efficacy process.

Who would be in the pilot study?

Tentatively, there are 13 programs that would be in the pilot study. These programs were on probation, failed to turn in documents on time, were granted extensions, or haven't reported in three years for other reasons. It is possible that there may be additional out of cycle requests.

Trucking Warehouse Paralegal Child Care Center Business Calculations Computer Science Diesel	Economics Electricity/Electronics Inspection Technology RTVF Tutoring Transportation
--	---

Wouldn't the pilot study impact our mid-cycle accreditation report?

According to our accreditation guru Troy Sheffield, No.

Why else should we consider a pilot study?

Implementation of a review team will have an unknown impact on how long it takes to complete the efficacy process. A small pilot study allows the committee time to consider review cycle and develop timelines.

Allows the committee time to develop new needs assessment processes for Fall 2010.

Committee can evaluate the impact of the Master Plan one-sheet on program review processes

***Tentative Spring Efficacy Pilot Schedule***

February 5, 2010	Full Committee Meeting 2 p.m.	Review documents, timeline, processes;
Feb 19, 2010	Full Committee Meeting 2 p.m.	Finalize documents, timeline, processes; Group A Efficacy Team assignments; Establish training/mentor schedule; E-mail documents to reporting programs
February 22 – March 12, 2010		Training/mentoring sessions with program writers
March 12, 2009	Full Committee Meeting 2 p.m.	Review Efficacy Team responsibilities; go over elements of written report
March 22, 2010	<b>Deadline</b>	Efficacy document due to Efficacy Team members
March 22 – April 8, 2010		Efficacy Teams meets/interviews programs; prepares written reports for committee; makes recommendation
April 9, 2010	Full Committee Meeting 12 p.m.	Efficacy Teams report recommendations to Program Review Committee for approval
April 23, 2009	Full Committee Meeting 2 p.m.	Review Efficacy Process; Work on Needs Assessment
May 7, 2010	Full Committee Meeting 2 p.m.	Review Efficacy Process; Work on Needs Assessment

**Draft: Administrative Document  
INSTITUTIONAL PROGRAM REVIEW 2009-2010**

**Program Efficacy Phase, Spring, 2010**

**Purpose of Institutional Program Review**

Welcome to the Program Efficacy phase of the San Bernardino Valley College Program Review process. Program Review is a systematic process for evaluating programs and services annually. The major goal of the Program Review Committee is to evaluate the effectiveness of programs, and to make informed decisions about budget and other campus priorities.

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- ❑ Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- ❑ Aid in short-range planning and decision-making
- ❑ Improve performance, services, and programs
- ❑ Contribute to long-range planning
- ❑ Contribute information and recommendations to other college processes, as appropriate
- ❑ Serve as the campus' conduit for decision-making by forwarding information to or requesting information from appropriate committees

Our Program Review process is two-fold. It includes an annual campus-wide needs assessment in the fall, and an in-depth review of each program every three years that we call the Program Efficacy phase. Instructional programs are evaluated the year after content review, and every three years thereafter, and other programs are placed on a three-year cycle by the appropriate Vice President.

A team of three readers comprised of the Vice President in your area and two disinterested committee members will carefully review and discuss your document. You will receive detailed

feedback regarding the degree to which your program is perceived to meet institutional goals. The rubric that the committee will use to evaluate your program is included at the end of this form.

When you are writing your program evaluation, you may contact any of the readers assigned to review your department for feedback and input. The list of readers for each program is being sent as a separate attachment.

Forms are due back to the Committee Chairs; Efficacy Team and Dean by Feb 19, 2010

DRAFT



## Program Efficacy, Spring 2010

Please complete and attach this cover sheet as the first page of your report.

**Name of Program:**

**Name of Division**

**Name of Person Preparing this Report**

**Extension**

**Name of Department Members Consulted**

<b>Work Flow</b>	<b>Due Date</b>	<b>Date Submitted</b>
Date of initial meeting with department		
Final draft sent to the dean		
Report submitted to Program Review co-chair		

**Attach Master Plan one-page summary to the form.**

## Strategic Initiatives

Please insert the sequence of initiatives you will be addressing each year (regardless of when you must submit a program review efficacy or needs assessment document)

Example:

Initiatives	2009-2010	2010-2011	2011-2012	2012-2013
Access	Access	Access	Access	Access
Campus Climate				Campus Climate
Institutional Eff.				
Partnerships				
Student Success		Student Success	Student Success	Student Success
Technology			Technology	Technology

Include the following:

**Goal for \_\_\_\_\_ Strategic Initiative**

--

**Data related to the initiative**

--

**Action Plans and Progress**

Action Plans	Progress

### **Access**

How does the department provide access to the college for students, staff, and the community?

### **Pattern of Service**

Describe the pattern of service and/or instruction provided by your department, and how it serves the needs of the community.

Hours of operation/pattern of scheduling

Alternate Delivery Methods/Use of Technology

Weekend and evening services

## **Mission and Purpose**

What is the purpose of the program?

How does this purpose relate to the college mission?

## **Accomplishments**

Briefly list and describe the major accomplishments of your program.

## **Trends**

Describe the major trends you expect to impact your program in the next three years.

## Planning

Describe planned improvements to address the following issues, including any weaknesses you may have identified above. Planning can include: unique staff licensure requirements, need for retraining, other professional development issues, level of funding, marketing, unique staffing needs, legal and/or regulatory mandates Include any timelines for improvement that you have established and meeting institutional goals.

### Planning Template

Fall 2010	
Spring 2011	
Fall 2011	
Spring 2012	
Fall 2013	
Spring 2014	

**Student Learning Outcomes** (where appropriate)

DRAFT