SOUTH SEATTLE COLLEGE
One of the Seattle Colleges

PROGRAM REVIEW OVERVIEW AND PROTOCOL

Program Review = External Program Review (EPR) AND Internal Program Assessment (IPA)
  - ➢ **A 2-part process that occurs in 2 consecutive quarters**

Each instructional program/department is scheduled to be reviewed every three years. The first step in this review process is the **E**xternal **P**rogram **R**eview (EPR). As a follow up to each External Program Review, each instructional program/department will conduct an **I**nternal **P**rogram **A**ssessment (IPA) as a response to the EPR. The IPA will occur in the quarter following the EPR. The IPA process builds upon the EPR process and utilizes the information gathered during the EPR.

EXTERNAL PROGRAM REVIEW (EPR)
During the spring quarter of each year, Workforce/Academic Programs Deans, external consultant, and Executive Director of Institutional Effectiveness create the rolling schedule of program reviews for the next academic year.

WHEN	WHO & WHAT
One to two weeks prior to the Preview Day	The External consultant conducts surveys with the Program Dean, faculty, and students.
Preview Day	The external consultant conducts a meeting with the Deans, faculty, and Institutional Research. The team conducts a SWOT analysis and reviews program data and survey results.
Prior to the Visiting Day	Under the supervision of the Program Dean, a staff member prepares packets of materials for the meetings.
Visiting Day	The Deans may attend the beginning/kickoff of each program review. (The remainder of the day should not include the Deans in order to allow for candid discussion.)
After the Visiting Day	The external consultant prepares a draft of the findings in report form and reviews it with the Program Dean for accuracy. A finalized report on the Program Review is sent to the appropriate Dean(s) and the VPI.
	The report is reviewed with departmental/program faculty and staff.
	The Program Dean initiates the IPA for the program/department under review.

INTERNAL PROGRAM ASSESSMENT (IPA)
The IPA Subcommittee (as a subcommittee of the Assessment (ASC) Subcommittee of SPARC) will meet with all instructional programs/departments during the quarter following the EPR in order to review evidence of changes that improved their quality and effectiveness as well as proposed action plans for future changes. They will also review evidence that course, program, and institutional Student Learning Outcomes are being met.

The Dean (in consultation with the faculty) will address the following questions, and submit them to either the IPA sub-committee or the Office of Institutional Effectiveness (as specified below).

IPA TIMELINE
(This process can start upon receiving the EPR report)

WHEN	WHO & WHAT
Weeks 1 through 4	Program Dean and Faculty complete the IPA questions (the response to the EPR).
Weeks 5 and 6	Program Dean compiles the responses and submits reports to IPA subcommittee and the Assessment subcommittee.
Week 7	Subcommittee reviews and comments on the IPA report from the Program Dean/Faculty.
Week 8	Program Dean/Faculty get the comments from the IPA subcommittee.
Week 9	Meeting with Program Dean and subcommittee.
Post IPA Approval	The Program Dean schedules a meeting with the VPI and their direct supervisor to discuss the entire Program Review (EPR & IPA), create a timeline, and tie it to strategic planning and budgeting.
	Final documents are shared with key departmental/program faculty and staff.
(FOR PROF-TECH ONLY)	The TAC reviews the EPR and IPA, plus any supplemental documents. Approval must be noted in the TAC minutes.
	The IPA documents, after TAC approval, are submitted to the VPI.

TO BE SUBMITTED TO THE IPA SUBCOMMITTEE:

REFLECTION (refer to the previous External Program Review completed 3 years ago)

1. What changes took place since your last program review? (State the date of the last program review, and refer back to the Program Review report and CAR (now called the IPA)).

2. Describe the results (positive and/or negative) that occurred based on the above changes.

ACTION PLAN (refer to the current External Program Review done last quarter)

3. List all of the recommendations made during the EPR, and explain how each of those recommendations will be addressed? (Include copies of these recommendations.)

4. Outside of the recommendations, what other changes will be made to improve the program at the certificate or degree level? Include the rationale for the change(s).

5. What evidence will you look for to determine the impact of the above changes?

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TO BE SUBMITTED TO THE OFFICE OF INSTITUTIONAL EFFECTIVENESS:
Dean: Use the information that was collected during the External Program Review.

1. What evidence exists to demonstrate that students are achieving:
    a. Individual Course Outcomes?
    b. Program Outcomes?
    c. Each of the seven college-wide Student Learning Outcomes (SLOs)?

2. Attach the list of Master Course Outlines. Describe the process to keep them up to date.

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