

INTERNAL PROGRAM ASSESSMENT SUB-COMMITTEE OVERVIEW

IPA SUB-COMMITTEE PROTOCOL

Before the end of each academic year, sub-committee chair contacts Associate Director of Institutional Research to verify instructional programs/departments scheduled for an External Program Review and/or IPA during that year.

At the beginning of each scheduled quarter, sub-committee chair and appropriate Dean should be in contact to determine a date for the IPA meeting. Also, set-up an Assessment Meeting with the Program Review group of faculty and the Assessment Sub-Committee members in order to discuss student learning outcome assessment in the program.

BEFORE THE MEETING

- IPA documents are submitted to IPA sub-committee lead at least 4 weeks prior to the scheduled IPA meeting, lead shares documents with the IPA sub-committee members
- Chair sets a deadline for the each sub-committee member to submit their worksheet prior to the scheduled IPA meeting (about 2 weeks prior to meeting)
- Before the meeting, sub-committee reviews the IPA documents and each member completes a IPA Sub-committee Evaluation Worksheet and submits it to the chair by the specified deadline
- Chair collates information from all of the worksheets into 1 summary document and sends to Dean and subcommittee members to review (at least 1 week prior to meeting)
- Dean can collect additional/supplemental information if needed in order to present at IPA meeting

DURING THE MEETING

- Chair introduces everyone present at the meeting
- Chair initiates discussion based on the Evaluation Worksheet summary
- Dean can respond to each question and provide additional insight/information as appropriate
- Chair closes meeting by summarizing any additional follow-up needed
 - o After Dean leaves, sub-committee can discuss/decide whether to approve immediately or upon receipt of additional documentation
- Separate Assessment Program Review Meeting can occur with the faculty involved in the program review and the Assessment Sub-Committee members; this meeting will discuss the process of assessment of student learning outcomes within the program under review.

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REFLECTION (refer to previous Program Review)

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

- Was this item thoroughly addressed? (Yes/No)

- Questions/concerns:

- Other notes:

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

- Was this item thoroughly addressed? (Yes/No)

- Questions/concerns:

- Other notes:

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ACTION PLAN (refer to current External Program Review)

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.)

- Was this item thoroughly addressed? (Yes/No)

- Questions/concerns:

- Other notes:

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).

- Was this item thoroughly addressed? (Yes/No)

- Questions/concerns:

- Other notes:

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

- Was this item thoroughly addressed? (Yes/No)

- Questions/concerns:

- Other notes: