

# **Steps to conducting a thoughtful program review**

1. Start by examining the stated mission, purpose, or goals of a program, and what a program is doing to achieve that mission.
  - Is the mission clear?
  - Is it appropriate to our students' needs and the communities' needs?
  - Is it current and relevant?
  - Is it consistent with the overall mission and goals of the college?
  - How does the program promote the mission and goals of the college?
  
2. Examine the results or effectiveness of the program. (Quantitative and Qualitative data)
  - Who are the students enrolling in this program?
  - How well are the students progressing through the program?
  - Are students achieving all the learning outcomes established for the program?
  - Does the program have adequate resources to promote student learning?
  - Is the program using its resources efficiently?
  - External advice – last accreditation team recommendations? Planning Agenda of previous accreditation report? External review of other organizations (such as Nursing Boards)? Advisory Committee recommendations?
  
3. Develop objectives to improve student success and effectiveness of the program.
  - What changes do we need to make to improve the issues identified?
  - What resources are needed to make these improvements?
  - Is there a sequence to the changes?
  - What is the timeline to make these changes?
  - Do these plans require the involvement or assistance of other programs or operations?
  - Who will be responsible to follow-up?
  
4. Implement the plans.
  
5. Evaluate the impact of the changes.
  - Did we make all the changes?
  - Were there impediments to making the changes?
  - How effective were the changes?
  - Have we improved student progress and learning?
  - What have we learned by looking at the results of these changes for future improvements?