

Summary of the Program Review Theme Report (2019-2020)

Regarding Goal Setting

May 7, 2020

Takeaways:

1. Administrative Units:
 - a. Program Set Goals for 2021-2022: inconsistency on the program set goals for 2021-2022. The interpretations from each unit's program review writer are different, some provided numerical information and some were not.
 - b. Action Steps: clear information expressed.
 - c. Timeline and Responsible Parties: inconsistency among programs.
 - d. Many administrative units addressed completion of English and Math in the first academic year as part of their action steps. (College's QFE).
2. Instructional Units:
 - a. Program Set Goals for 2021-2022: the majority of units address its goals and many of them did not address its action steps nor timeline and responsible parties.
 - b. However, under 2b related to Equity, majority of the action steps are addressed abundantly.
 - c. Goal setting were blank: Humanities, Law Enforcement, Library, Process Technology,
 - d. Note: 😊 Management and Supervision, Speech and Communication
3. Student Services Units:
 - a. Template is well designed and aligned with VFS Goals, Program Review Goals, and action steps. Majority of the program review writers provided adequate information.
 - b. Few empty information.
 - c. Note: 😊 A&R
4. Learning Community Units:
 - a. Template is well designed and aligned with VFS Goals, Program Review Goals, and action steps.

Obstacles:

1. For Administrative Units, Program Set Goals for 2021-2022: inconsistency on the goal setting, some provided numerical information and some were not.
2. For Instructional Units, Program Set Goals for 2021-2022: many did not address its action steps nor timeline and responsible parties.
3. Templates' questions and data were in multiple places and might create some hurdles for program review writers to complete the report. A streamline of the template questions and data reports may need to be considered.

Professional Development to Offer:

Provide customized training for each Administrative, Instructional, Student Services, and Learning Community units and supply its customized data. It might not be enough by just guiding people to navigate Tableau. More targeted and focused training will be needed.

Things to Change:

1. Schedule Walk-In program review training so each Administrative, Instructional, Student Services, and Learning Community Units can utilize the time with experts (identify the experts to be at the Walk-In session to support) in the room to assist the completion of the program review.
2. Consider streamline the template questions. Some formats are harder to write and read.

Example from TLC

Summary of the Program Review Theme Report (2017-2018)

Regarding Assessment

Takeaways:

- Culture of assessment is quite strong
- Overwhelming majority of courses were assessed; nearly all of those that weren't was because the courses were not being offered.
- Many courses and programs have been changed due to the things learned during the assessment process.

Obstacles:

- Much help is requested and needed for technical help. The PRST is not helpful. The new enterprise tool should help, but training and clerical/administrative help is much needed.
- Smaller departments, or those with adjuncts teaching the course, request more help. Specifically, more funding for the PT faculty to aid in the assessment process.
- Only a select few departments are not bought in with assessment, or don't value it or do it on time.
- Help is needed with finding data, interpreting it, reporting it, and making decisions based on it.

PD to Offer:

- Design of rubrics and assessment instruments, especially with regards to tying into the language of the P/CSLOs.
- Design (wording, amount, what to be demonstrated, not just content) of P/CSLOs is desired.
- How to share the results and use it to create dialog, reflection, and actions to close the loop.
- How to design and collect surveys.
- Backwards design

Things to Change:

- Significantly more funding for adjuncts
- More formalized process for reflection, dialog, and closing the loop. Perhaps a Monday meeting?
- More help to department chairs regarding assessment process, best practices, and tips. Perhaps a regular update or time on the department chair meeting agenda?
- Move away from the PRST and towards an enterprise tool.
- Have a dedicated administration staff member to help with assessment.