Program Review Workshop

1. Materials
   a. Handbook
   b. Units that are doing program review with program managers and team members
   c. Contents of folders
      i. Calendars, questions, table questions, data, previous program reviews

2. Web site – link from Faculty & Staff page

3. Overview
   a. Similar to past
   b. 2 main parts
      i. Review – assessment – evaluation
      ii. Planning
         1. Unit goal
         2. Action plans
         3. Resource Request, if necessary
      i. Highlight questions in Review section – refer to handbook
      ii. Planning section
         1. Measurable goals
         2. SMART goals – pg 51 of handbook
         3. Hiring personnel is not a goal
   d. Phases – show bubble diagram
      i. Modified in response to accred. rec. – show manager/team list
         1. Validation
            a. Use rubrics
            b. Cross-divisional pilot
            c. Viability review of indicators
         2. Prioritization
            a. College-wide moved to PIE Committee
            b. Use rubrics
4. IES
   a. Flexible
   b. Sustainable
   c. Promotes connections, communication, team work
   d. Has database to support robust reporting
   e. Demo
      i. Overview of IES
         1. Portal
         2. Review
         3. Planning
         4. Instructions – some have web links
         5. Navigation
            a. Next/previous
            b. Menu on left
         6. Save – can stop at any time
         7. Reports
         8. Submit program review
      ii. Review Section
         1. Types of questions
            a. Text
            b. Drop down
            c. Table
      iii. Planning Section –
         1. Emphasize planning and assessing progress toward goals and impact on students
         2. Create your goals, then actions, then resource request if necessary
         3. Then create links
         4. Show sample goals
            a. Outreach goal 1 with 2 action items
            b. Athletics had lots of goals that should have been action items – goal language is embedded in the goal description