

WEST LOS ANGELES COLLEGE

IMPLEMENTATION OF PARTICIPATORY GOVERNANCE AGREEMENT

PROGRAM REVIEW

Purpose

1. Program review is the process to improve the teaching and learning environment and all college services that every person of the college community is committed to.
2. It is required by the California Code of Regulations, Title V, Section 51022.
3. It is required by the Accrediting Commission for Community and Junior Colleges.

Goals

1. Develop systematic information about the college to foster communication and understanding.
2. Improve the college through a process of self-review.
3. Support student success and progression through the college curriculum by assuring proper placement, retention, completion, transfer, graduation, participating in campus programs and the use of campus resources in the attainment of a quality student life experience.
4. Provide an assessment of effective application of college mission and goals.
5. Integrate the self-assessment findings into the college planning process.
6. Support all college functions including, but not limited to accreditation, matriculation, student equity, and Faculty Position Identification and Prioritization (FPIP) and college planning.
7. Foster an appreciation of the value of college programs.

THUS,

The Academic Senate and Administration of West Los Angeles College mutually agree to the following Program Review Process:

Functions

The Program Review Committee is charged with planning, coordinating and reviewing collegewide program review efforts as a part of college planning. As such, it reports its recommendations to the Academic Senate, the College Planning Committee, which reviews the program review committee's recommendations and forwards them to the College President, and the College Coordinating Council.

The committee reviews and, with the consent of the Academic Senate, revises the program review instruments, develops surveys to evaluate program effectiveness, works

closely with the college researcher to provide the relevant data for effective program review, and researches best practices that could enhance the program review efforts of the college.

Meetings

The Program Review Committee holds monthly meetings throughout the fall and spring semesters.

Membership and Terms of Office

1. The Program Review Committee (comprised of at least one representative each designated by the Academic Senate, AFT, College Guild, AFT Staff Guild, ASO and administration) shall be a college standing committee. The Dean of Planning and the College Researcher serve as resources to this committee). Representatives will serve 2-year terms commencing July 1 with staggered years.
2. The Program Review Committee will be chaired by one or two faculty coordinators who also serve on the Planning Committee. The coordinators are appointed through a Selection Process which includes collegewide advertisement, interest indicated in writing to the President's Office, and an interview with the College President. The coordinators are selected and appointed by the President. Coordinators receive re-assigned time and have their appointment reviewed annually by the Dean of the Planning Committee and the College President.

Coordinators' Responsibilities

- Setting the meeting schedule for the committee. In consultation with others involved, developing the meeting agendas. Taking, distributing and keeping the minutes of all program review committee meetings.
- Coordinate and facilitate the college-wide program review and improvement process, including ensuring that program review efforts align with college planning processes, preparing all materials, gathering the required data and information as well as holding workshops to explain procedures and to assist those responsible for completing reports.
- Develop, with Senate approval – per Title 5 - and Planning Committee and CCC input, the program review frameworks/formats for all areas. Develop, with Senate approval, the timeline for academic units' Program Review.
- Develop, in concert with the Planning Committee and the college planning cycle, the timeline and timeframe for the program review cycle and identify the timeframe during which specific programs will commence the program review process.

The annual “snapshot” cycle of Program Review continues and feeds into unit plans while the college institutes a 5 -or 6- year cycle of more extensive Program Review. It is this more extensive Program Review that the PR coordinator responds to with recommendations. The yearly ones are dealt with in the unit planning process.

- Review, with the assistance of the Program Review Committee, completed review reports/materials.
- Summarize results/findings of completed program reviews.
- Ensure that program review findings form an integral part of the annual unit plans which are developed after program reviews are submitted.
- Prepare recommendations, in collaboration with the Program Review Committee, based upon the completed extensive program reviews of the 5-6 year cycle, and forward these to the Planning Committee for its review. The Planning Committee then forwards the recommendations to the College President.
- Provide periodic progress reports to the College President, the Academic Senate, the Planning Committee and the College Coordinating Council.

Changes to this agreement must be mutually agreed upon by a majority of the signatories and formalized in a written agreement.

College President	Date	President of the Academic Senate	Date