

ANNUAL PROGRAM REVIEW:

A process to monitor, measure, and ensure viability and quality.

The Annual Program Review is a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to the College on findings of ongoing assessment and evaluation of instructional programs and service units. The College is looking for qualitative and quantitative data which document the program's and unit's quality initiatives. The College also requires that linkages be shown between the College's mission and goals and the program's and unit's mission and goals. While anecdotal accounts may be beneficial, they should only supplement other data which establish longitudinal trends and patterns. In addition, each review should show the progress of the Action Plan from the previous review, if applicable.

Step One: The introduction to the SWOT analysis should consist of a brief statement explaining how the mission and goals of the program/unit align with and support the College's mission and goals. The College has three overarching programs: Basic Skills, Career/Technical Education, and Transfer. Where does your program/unit fit? Is there still a need for the College to offer this program or unit?

Step Two: What are the program's/unit's STRENGTHS?

Consider discussing the following elements if applicable. The list is not exhaustive: list any strength that may be unique to your program or unit. If any item is not a strength, consider discussing it as a weakness or opportunity for improvement.

- 1) Discuss the relevancy and viability of your program/unit.
- 2) Discuss the progress of last year's program/unit goals.
- 3) List the five to ten key outcomes students should achieve to be considered successful having completed this program; or, list the performance outcomes that have been set for the unit.
- 4) For each program/unit outcome, show in which course(s) or area the outcome is taught or delivered. (A matrix could be used to depict these relationships.)

- 5) List the assessment techniques used and explain how they indicate whether they have been achieved.
- 6) Show graphically how improvement is progressing.
- 7) Show how targets have been set to maintain or improve success.
- 8) Discuss how the department collaborates with other departments, units or outside institutions.
- 9) If this program/unit offers online courses or services, show with data how these compare with traditional sections/services.
- 10) Show how your program/unit compares with like institutions.
- 11) Discuss how your program/unit meets academic and/or published standards.
- 12) Discuss the number of established articulation agreements and transfer equivalencies.
- 13) Discuss how your courses meet the various General Education requirements.
- 14) Discuss providing/supporting multiple delivery methods and how they compare to traditional methods.
- 15) List other items that indicate that your program is moving from good to great.
- 16) Discuss how your assessment plan is current and data-informed.
- 17) Discuss how your ISIT plan is current and data-informed.
- 18) Discuss how your budget requests follow the established Budget Criteria and fulfill the department's and College's goals.
- 19) Discuss FTES/FTEF data.
- 20) Discuss retention, success, and completion data.
- 21) Discuss the number and quality of faculty and staff and how they work toward student success, professional development, and achieving stated goals.

Step Three: What are the program's/unit's WEAKNESSES?

Consider discussing the elements listed above which you find are not strengths.

Step Four: What are your program's/unit's OPPORTUNITIES for improvement? Consider whether the weaknesses you discussed above could be improved - moving it from weakness to strength. Also, consider items that do not currently exist in your program/unit that could be implemented to help the program, unit, and/or College reach its goal. An opportunity may exist to move a good strength to an outstanding strength.

Step Five: What are the THREATS to your program/unit of which you have little or no control that could harm the health and/or viability of your program/unit? This discussion often includes items from outside the College such as governmental budgets, the environment and demographics.

Step Six: List your GOALS for the upcoming academic year and discuss the ACTION PLAN/S that will help your department/unit accomplish these goals.