

## Annual Program Review

### September: - October: Getting Started

Review Program's Mission and Its Relation to the College's Mission & Strategic Plan

Department chairs and area directors/heads meet with faculty and staff.

1. Review department and administrative area mission statement and objectives. (I.2)
2. Write or revise as necessary. Agree and adopt mission and objectives.

### October-November: Identifying Areas of Concern

Areas should also identify one to two issues or concerns that are applicable to the particular program or department to assess.

Academic areas are encouraged to review data needed for BCC's Program Review. Appropriate sections may include:

1. **Students**
  - a. Assessment, Placement, and Entry (III.1.)
  - b. Enrollment Trends (III.2.) \*
  - c. Class Size (III.3) \*
  - d. Populations Served (*Demographic Data*) (III.4.) \*
  - e. Persistence (III.5.) \*
2. **Resources**
  - a. Budget and Expenditures (IV.4.a.) \*
  - b. Budget and Revenue (IV.4.b.)
  - c. Membership and Activity of Advisory Board (IV.7)
  - d. External Evaluation (IV.8)
3. **Program Outcomes**
  - a. Student Performance and Completion (VI.1) \*
  - b. Articulation Agreements (VI.2.a)
  - c. Transfer (VI.2.b)
  - d. Employment (VI.3.a)
  - e. Employer and Graduate Satisfaction (VI.3.b) (*A standard college survey has been developed.*)

*\* Reports will be provided to department chairs on an annual basis.*

*(Numbers refer to data sections from Five Year Program Review Document)*

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### December—Identify Discipline or Program Specific Issue(s)

For these annual reports, the Programs or departments should select issues or concerns that they think are particular to their discipline and designed one direct and one indirect assessment to evaluate these issues.

### January – March: Applying the Measures Adopted

1. College provided data due to all divisions for dissemination to program areas by February 1.
2. Conduct the surveys, collect the data, etc.

### April - May: Analyzing the Results

1. Study the college data
2. Examine the results of the other measures used
3. Analyze the results
4. Formulate recommendations for changes and improvements needed.

### June: Reporting the Data

(IX. Conclusions)

Each department chair or administrative head prepares a written assessment report that tells how assessment data were used and how it will be used to make changes and improvements in learning outcomes. This document should be one to two pages long and include a brief overview of the data analyzed and a conclusion section including strengths, concerns and recommendations.