## Annual Program Review (APR)

**Who prepares it?**

The department/unit

**What does the APR look like?**

- Includes a trigger to ensure curriculum review occurs at least every six years for every course (currently curriculum review occurs prior to program review (every six years).

- Uses current unit plan format with limited additional questions (examples):
  - What curricular changes has the department/unit made including adding or deleting courses; adding prerequisites; changing units; and modifying, adding, or deleting degrees and certificates?
  - What curricular changes has the department/unit made in online and distance education?
  - What department/unit best practices might help other college departments/units? Include contact information.
  - How do the Retention/Success rates of Face-to-Face courses vs. Online/Distance Ed courses compare?
  - How do the Retention/Success rates of large classes vs. small classes compare?
  - How do the Retention/Success rates of Basic Skills Courses vs. essential transfer courses (i.e. Engl-2, Phil-9…) compare?
- Includes hiring requests (faculty and new and replacement classified staff).
- Examines department/unit effectiveness and possible improvements if needed, based on assessment data, including student success and retention rates, as well as other Student Success Indicators.
- **Evaluates the APR Process:**
  - What is good about this APR process?
  - How can we improve the process?

**What must the APR reference?**

- College goals (developed by College Council)
- Budget criteria (developed by Budget Committee)
- Assessment data (includes student success indicators and SLOs data)
- Improvements or changes as a result of completing the cycle by documenting the changes made in the department/unit due to the department's evaluation process.

**Who receives and responds to it?**

- Department/Unit Administrators

- Program Review Committee (PRC)
    - 2 Co-Chairs:  Institutional Researcher and Faculty (will also serve on Academic Senate Exec Board)
    - 4 Administrators:  selected from Student Services, Instruction, Facilities, and IT
    - 4 Classified Representatives:  appointed by CSEA
    - 8 Faculty:  appointed by the Academic Senate--Assessment Co-Chair; FCDC Representative; five (5) from areas directly related to one or more of the accreditation standards (Library, CTE, General Education, Basic Skills, Student Support Services), and one (1) at-large member.  The initial term for faculty shall be three (3) years, ending May 2014.
    - 1 student

**How do they respond to it?**
- Rubric based on college goals, budget criteria, assessment data, and improvements as a result of completing the cycle by documenting the changes made in the department/unit due to the department's evaluation process.
- Summary response to all APRs which synthesizes common themes and issues.
- Summary response includes Appendix of Best Practices, with contact information.

**Who gets the Rubric Response?**
The department/unit

**Who gets the Summary Response?**
- The Senate President, who informs the Academic Senate
- The College President, who informs Administrative Council
- College Council, which represents all groups, including classified staff.

**How else is the Summary Response reported to the college community?**
In writing via
- Public folders
- Website
- College Committees

**Who responds to the Summary Response?**
The College President and College Council

**Who receives the College President's response?**

The college community.


**How does the APR link to the budget?**

Through the use of the budget criteria.


**What is the timeline?**

The APR must be integrated in the budget cycle.

Fall:  APR

Spring:  Integrated Program Review (IPR), beginning 2012-13


**Who conducts training?**

Program Review Committee