

Program Review Guidelines

Effective September 30, 2006

Waubonsee Community College's educational programs are reviewed in a variety of ways, including the Illinois Community College Board (ICCB) Program Evaluation and Review process that requires a systematic evaluation of institutional programs over a five-year cycle. The process provides a basis for program improvement, modification and/or elimination.

The multiple methods of program review include the following:

- Outcomes assessment/TOPOne through The Outcomes Program (TOP)
- Course outline revision
- New program development
- Institutional Research

The Outcomes Program (TOP)

The Outcomes Program (TOP), a Higher Learning Commission AQIP Action Project, was a recipient of the ICCB Award for Excellence in Teaching and Learning in 2005. The college has built on that momentum and increased the program's exposure across the college. There have been several accomplishments in the last year including a reallocation of college resources in support of this program and increased faculty participation in the development of Outcomes Strategies.

Outcomes data collection is being greatly improved with the addition of the TOPOne assessment data management and communication system. This web-supported system was purchased in the spring of 2006 and will be implemented throughout the 2006-2007 academic year. Once implemented, this system will allow for faculty to input data directly from their office computer and remove the need for formal written reports. This will allow for a historical record of assessment data which will be useful during times of administrative change and allow new employees to easily learn about Waubonsee's outcomes strategies. This historical data will also assist Waubonsee in making data-driven decisions which will support student learning.

In order to facilitate continuous quality improvement and the continued success of the program, college resources were reallocated in August 2006 to provide for an Outcomes Department headed by the Outcomes Coordinator (FT) and supported by a Learning Outcomes Specialist (FT) and an Outcomes Assistant (PT). This increase in physical and fiscal resources will allow the outcomes program to build on its momentum and assist even more faculty with their Outcomes Strategies. In addition, this department has been given the responsibility of overseeing program review at the college. These new guidelines reflect the college's goal of providing a comprehensive and responsive program review process that provides both the internal and external college community with important information about student success.

Course Outline Revision

All course outlines are reviewed on a three-year cycle. Faculty and administrators review courses, make modification, create new courses and recommend course withdrawals. All changes are submitted to the Learning Content and Options Learning Excellence Team (Curriculum Council) for review and approval before they are sent to the ICCB. The Learning Content and Options Learning Excellence Team meets every two weeks during the fall and spring semesters. The team is chaired by the Assistant Vice President of Instruction and is comprised of faculty, administrative and student representatives, as well as several ex-officio support staff members.

New Program Development

As part of the program review process, new program ideas are often generated. A systematic process for the identification, design and development of new programs is in place under the leadership of the Assistant Vice President of Program Development and Distance Learning. The plan itself reflects the results of a collaborative process that includes analysis, research and design, development, feedback, and implementation of new programs. The plan is revised yearly and includes the collaboration of the academic deans for all credit and non-credit instructional areas, the Assistant Vice President of Instruction, and the Assistant Vice President of Program Development and Distance Learning. This program development plan also identifies and implements the idea of “anytime, anywhere” learning.

New programs and other programs needing enrollment growth are identified on the “Urgent, Critical, Serious” marketing list according to need. The Level 1-Urgent category identifies those programs most in need of visibility and marketing, and so on. The Instructional Council, comprised of the deans representing the seven academic divisions, reviews and updates the list annually.

Institutional Research

Due to the college’s organizational restructuring, the Institutional Research department and The Outcomes Program (TOP) were placed under the direction of the Vice President of Quality and Strategic Development. This realignment has allowed for greater collaboration and communication between the two departments and facilitates the creation of a culture of evidence. This relationship will continue to broaden and deepen based on the data needs for program review and other projects that require data collection.

New ICCB Program Review Guidelines

Under the new 2007 Program Review Guidelines, ICCB requires that all colleges review their programs annually to determine the need, quality and cost of the program individually and in relation to similar programs. This program review process follows the schedule and guidelines outlined in this document which adhere to the ICCB Program Review Guidelines.

The Statewide Program Review System recognizes that individual colleges have the primary responsibility to evaluate instructional programs, to make decisions about improvement and continuation, assure that program review results are considered in campus planning and budget development, and to report results to the Illinois Community College Board. The purposes of the Statewide Program Review are:

1. To support campus-level planning and decision-making related to:
 - a. Assuring the continuing need and improving the quality and cost-effectiveness of instructional programs;
 - b. Assessing, improving, and updating programs on a regular basis;
 - c. Discontinuing programs when there is no longer sufficient demand, quality cannot be maintained at an acceptable level, or they are no longer cost-effective;
2. To demonstrate the accountability of the community college system in maintaining the high quality, cost-effective programs that are responsive to the needs of students, businesses and industries in Illinois
3. To identify best practices, exemplary initiatives and program issues that need to be addressed at the state-level by the ICCB. (*2007 Program Review Manual, ICCB, p. 6*)

Annual Timeline

Fall semester	Outcomes Coordinator meets with areas that are scheduled for program review that fiscal year based on the attached 5 Year Program Review Schedule. Discussion will include: <ul style="list-style-type: none">• Determination of data already being collected – when, where is it housed, who collects it, etc.• Establish a data collection schedule that works with the individual department’s needs and calendar• Train faculty and staff on the use of TOPOnline as a tool for data management• Evaluate outcomes strategies and discuss plans for changes/alterations to the current system
Spring semester	Continue discussion with department and begin data collection and data entry process (if this has not been done historically); all relevant data should be entered into TOPOnline by May 30 th each year.
August 1	Program Review report is due to the ICCB; report will be based on information from TOPOnline, department meetings and additional information provided from other data sources.

More information on the program review process can be found in the attached charts – the Table of Indicators for Local Evaluation and Waubonsee’s 5 Year Program Review Cycle.