## INSTITUTIONAL DEPARTMENT PROGRAM REVIEW TEMPLATE

**WHY PROGRAM REVIEW**

Program review is a necessary process whereby departments within Arizona Western College periodically undergo a check on quality assurance which includes taking a critical eye to what a department is doing and how well it is meeting its objectives. Program review is the foundation upon which all departments assess, maintain, and enhance program quality and vitality. As such, program review gives us the opportunity to reflect on the performance of a department/program, document what is being done well, identify areas where things need improvement, and plan for the future.

**WHAT CONSTITUTES A PROGRAM**

A program can be defined in many ways depending on what activities within the institution are being reviewed. An operational definition of a program *is any activity or collection of activities of the institution that consumes resources (dollars, people, space, equipment, time).* This can lead to several ways of defining programs; for example:

* Student support services that may enhance students’ academic achievement
* Departments such as Advisement & Career Services or the Child Development Learning Laboratory
* Administrative services defined by administrative reporting structures
* Student service pathways that end in a specific outcome
* Facilities

**FRAMEWORK FOR PROGRAM REVIEW REPORTS**

Institutional departments have the option of using a department specific CAS standard guideline or the following report framework, adopted from CAS. Contact the Assessment Office if you would like to review or use the CAS guideline.

The following report framework is to be utilized, aimed at getting a department to do an analysis of what it is aiming to accomplish and how successful it is in doing so.

* **Significant Developments Since Last Program Review** *(if applicable)*
* **Mission**
* **Program and Services**
* **Student Learning, Development, and Success**
* **Assessment**
* **Access, Equity, Diversity, and Inclusion**
* **Leadership**
* **Personnel and Employment Practices**
* **Partnerships**
* **Policies and Procedures**
* **Financial Resources**
* **Technology**
* **Facilities**
* **Guide for the Future**
* **Action Plan**

**Significant Developments Since Last Program Review**

Provide a summary of significant developments since the last program review, with particular emphasis on challenges identified during the previous review, accomplishments relating to the action plans, any work yet to be done.

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**Mission**

State the department mission and the relationship of the department purpose to overall college mission, goals, and strategic planning.

Click here to enter text.

**Program and Services**

Describe the program structure, services, and goals.

Click here to enter text.

**Student Learning, Development, and Success**

Describe the program’s contribution to student learning, development, and success as well as how the department assesses student learning and development.

Click here to enter text.

**Assessment**

Describe how program goals, outcomes, and or objectives are assessed.

Describe how the department gathers evidence for assessment and the process for developing an assessment plan.

How does the department review and interpret findings?

How does the department report and use the assessment results for improvement?

Click here to enter text.

**Access, Equity, Diversity, and Inclusion**

Describe how the department maintains and or advocates for access to equitable, inclusive, and diverse work environments.

Click here to enter text.

**Leadership**

Describe the responsibilities of departmental leaders and how the leaders advance the work of the department and link departmental initiatives to strategic planning.

Click here to enter text.

**Personnel and Employment Practices**

Provide a list of all employees, volunteers, and or student workers in the department.

Discuss employee qualifications or credentials, their functions within the department, and any professional training or development they have completed or is needed.

Click here to enter text.

**Partnerships**

Identify key partnerships the department (internal and external) should or does consult and engage with and discuss how the department shares information and promotes its services.

Describe departmental procedures or guidelines related to the partnerships.

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**Policies and Procedures**

Describe standards of ethical practices and or procedures that are critical to the work of the department. This may include compliance with local, state, and or federal laws or guidelines.

Click here to enter text.

**Financial Resources**

Describe how the department and its programs/services are funded or should be funded, how the funds are distributed, and if there are any shortfalls in services or programs due to insufficient funding (*must provide evidence of negative impact of shortfall of funding*).

Describe financial planning and accounting practices.

Click here to enter text.

**Technology**

Describe the role of technology in the department.

How is technology leveraged to engage users?

Click here to enter text.

**Facilities**

Describe the facilities, equipment, and other infrastructure needs of the department.

Describe any restrictions related to space, sustainability, or safety.

Click here to enter text.

**Guide for the future**

Provide recommendations for specific actions for continuous improvement of the program.

* + - What recommendations can be made for needed interventions and developments?

Click here to enter text.

* + - Where will this program be in five years?

Click here to enter text.

* + - 1. How and where can the quality of the program be improved?

Click here to enter text.

* + - 1. Who will work on improving the quality of the program?

Click here to enter text.

* + - 1. What is time frame for each recommendation for improvement?

Click here to enter text.

**Action Plan**

* 1. List action items in order of priority of completion.
     1. Action Item #
     2. Anticipated date for completion
     3. List the potential benefits to student success
     4. Status update
     5. Last reviewed date

Click here to enter text.

**Appendices**

* + Documents mentioned throughout program review above
  + Other documents as needed to support program review