

# Instructional Program Review Template

## Program Name:

Indicate if  AA;  AS;  AA-T;  AS-T;  Certificate

Program Name: \_\_\_\_\_

Submitter: \_\_\_\_\_

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## I. Program Description

In this section, programs will answer the questions “Who are we? What do we do?” The purpose of this section is to orient the reader/ reviewer to the program and provide context to the program review. This section should be kept short, a few paragraphs at the most, and include the following:

Mission/Vision	
Description – short description only	
Alignment to/ support of BCC Strategic Goal	

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## II. Program Effectiveness

In this section, programs will answer the question “How is the program doing?” by reviewing and analyzing data. The purpose of this section is to evaluate the program holistically in terms of fostering student success, helping students reach their goals, and furthering the mission of BCC.

Programs will be provided with data on Students, Courses, Program, and Faculty. For each item below, review the data provided. Look for trendlines, outliers, etc., and provide a short analysis (2-3 sentences) for each. If data are not available (i.e., student satisfaction surveys), indicate that on the form. For Program Learning Outcomes Assessment data, review the eLumen Report and summarize findings in the PLO section below.

## Instructional Program Review Template

Course Data	Analysis
<p><b>Course Success Rate by</b></p> <ul style="list-style-type: none"> <li>• Mode of instruction</li> <li>• Scheduling</li> <li>• Faculty Status (PT vs FT)</li> </ul>	
<p><b>Retention Rate by</b></p> <ul style="list-style-type: none"> <li>• Mode of instruction</li> <li>• Scheduling</li> <li>• Faculty Status (PT vs FT)</li> </ul>	
<p><b>Section Count by</b></p> <ul style="list-style-type: none"> <li>• Mode of instruction</li> <li>• Schedule</li> <li>• Faculty Status (PT vs FT)</li> </ul>	
<p><b>Enrollment Count by</b></p> <ul style="list-style-type: none"> <li>• Mode of instruction</li> <li>• Schedule</li> <li>• Faculty Status (PT vs FT)</li> </ul>	
<p><b>Class Size Average by</b></p> <ul style="list-style-type: none"> <li>• Mode of instruction</li> <li>• Schedule</li> <li>• Faculty Status (PT vs FT)</li> </ul>	
<p><b>Student Equity Data</b></p> <p>Specifically address any equity gaps. What innovative plans or projects will help to close these gaps?</p>	
<p><b>Efficiency: WSCH, FTES</b></p>	
<p><b>Curriculum – Course Outline of Record</b></p>	
<p><b>Overall Observation of Data on Courses</b></p> <p>This section provides an opportunity to tie in all the data about the courses. Tell the story behind the numbers. Be sure to consider what an outsider to your program or career technical field may not know about current trends or changes. Provide an analysis of the “big picture”.</p>	

## Instructional Program Review Template

Program Learning Outcomes	Assessment Results – Summary of Data	Use of Results
1.		
2.		
3.		
4.		
5.		

Program Data	Analysis
<b>Demographics</b>	
<b>Award Count</b>	
<b>Student Equity Data</b> Specifically address any equity gaps. What innovative plans or projects will help to close these gaps?	
<b>Student or Program Satisfaction Survey Results</b>	
<b>CTE-specific data</b> <ul style="list-style-type: none"> <li>• CTE Advisory Boards</li> <li>• Labor Market data</li> <li>• Program Viability</li> </ul>	
<b>Comparative data</b> (compared to BCC and/or compared to other programs)	
<b>Overall Observation of Data on Program</b>  This section provides an opportunity to tie in all the data about the program. Tell the story behind the numbers. Be sure to consider what an outsider to your program or career technical field may not know about current trends or changes. Provide an analysis of the “big picture”.	

## Instructional Program Review Template

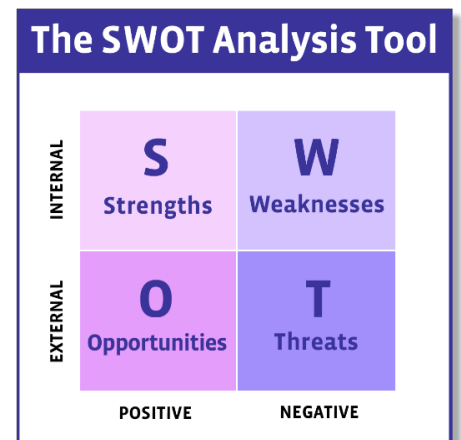
Guided Pathways	Response
<p><b>List the other programs that are part of your Guided Pathway</b></p>	
<p><b>Provide a summary of the collaboration with other programs in the pathway.</b></p> <p>Examples: meetings, projects, etc.</p>	

Faculty/ Program Staff Data	Analysis
<b>Faculty Load (FTEF)</b>	
<b>FT/PT Faculty Ratio</b>	
<b>Faculty Professional Development</b>	
<b>Program Staffing and Support</b>	
<p><b>Overall Observation of Data on Faculty</b></p> <p>This section provides an opportunity to tie in all the data about the faculty. Tell the story behind the numbers. Be sure to consider what an outsider to your program or career technical field may not know about current trends or changes. Provide an analysis of the “big picture”.</p>	

# Instructional Program Review Template

## SWOT Analysis

Conducting a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) is another tool that can help programs evaluate themselves. The SWOT Analysis not only looks internally, but externally as well. The SWOT Analysis provides a way for programs to highlight their accomplishments and also identify possible gaps or issues that need to be addressed.



	Positive/ Helpful	Negative/ Harmful
Internal	STRENGTHS	WEAKNESSES
External	OPPORTUNITIES	THREATS

# Instructional Program Review Template

## III. Program Goals

In this section, programs will answer the question “How can we improve? What do we need to meet our goals?” The purpose of this section is to use data to develop goals and objectives for the next three years.

Reflect on the responses to all the previous questions and the SWOT analysis in Section Two. As you develop goals and objectives,

- Formulate **three to five Program Goals** to maintain or enhance program strengths, or to address identified weaknesses.
  - Cite evidence from assessment data and/or other student achievement data, course, faculty, etc.
- Indicate how each Goal is **Aligned** with the College’s [Strategic Priorities](#).
- Identify explicit **Objectives** for reaching each goal.
- Develop **Outcome** statements and appropriate measures for each objective.

## Instructional Program Review Template

**Copy and paste the table below for each goal.**

GOAL	
Objective 1  Actions, Tasks  Outcomes, Measures, Assessment	
Objective 2  Actions, Tasks  Outcomes, Measures, Assessment	
Objective 3  Actions, Tasks  Outcomes, Measures, Assessment	
Alignment to BCC Strategic Priority (Select all that apply – click Choose an item for the drop-down list to appear)	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.

## Instructional Program Review Template

III a. Resource Requests: What does the program need to meet its goals and objectives?

Programs can submit their requests for resources by utilizing the Resource Request Form. Requests should be evidence-based and tied to goals and objectives stated above.

This form may also be updated and submitted in Years Two and Three if needed.



## Instructional Program Review Template

### III b: Annual Update Form: Progress towards Achieving Goals

An Annual Update must be submitted each year that a Program Review is not submitted.

For **Existing** Goals, copy and paste each goal from your Program Review.

	GOAL - copy and paste each goal from your Program Review; add more rows if needed	Progress	Resource Requested? Yes or No
Goal 1			
Goal 2			
Goal 3			

For **New** Goals, fill out the table below. Copy the table for each new goal.

GOAL	
Objective 1  Actions, Tasks  Outcomes, Measures, Assessment	
Objective 2  Actions, Tasks  Outcomes, Measures, Assessment	
Alignment to BCC Strategic Priority (Select all that apply – click Choose an item for the drop-down list to appear)	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.