

WHY PROGRAM REVIEW?

The Program Review process is truly at the heart of planning at Mesa College. It is appropriate that this should be so for several reasons. First, the campus began building an integrated planning framework back in the 1980s, and over many years the process has been refined and improved. Second, program review is planning from the ground-up: it depends upon the expertise of the faculty, staff, and administrators who possess the professional skills and have the firsthand knowledge of the activities on campus. As a result, it is a function with many stakeholders and participants. Finally, the ACCJC has mandated that program review play a vital role in campus planning.

MESA COLLEGE: MISSION | VALUES | GOALS

Mission:

To inspire and enable student success in an environment that is strengthened by diversity, is responsive to our communities, and fosters scholarship, leadership and responsibility.

Values:

Access	Accountability	Diversity
Equity	Excellence	Integrity
Respect	Scholarship	Sustainability
Freedom of Expression		

Goals:

1. To deliver and support exemplary teaching and learning in the areas of transfer education, associate degrees, career and technical education, certificates, and basic skills.
2. To provide a learning environment that maximizes student access and success, and employee well-being.
3. To respond to and meet community needs for economic and workforce development.
4. To cultivate an environment that embraces and is enhanced by diversity.

Extracted from: <http://www.sdmesa.edu/strategic-planning/manual.cfm>

REVIEW OF THE PROGRAM / SERVICE AREA

Program Review is an annual process during which programs and service areas have the opportunity to evaluate themselves, then shape and implement their future.

Mission Statement

The written declaration of the program/service area's core purpose and focus.

Description of Instructional Program/Service Area

A listing of the degrees, certificates and /or services provided.

What is the Current State of the Program/Service Area?

Utilizing program/service area faculty and staff's knowledge, internal and external research, SLO/AUOs, and changes in the program/service area, programs explore the relationship between themselves and the college's vision, mission, values, goals, annual objectives/priorities, and key performance indicators. Programs perform an analysis of their strengths, challenges and external influences.

What does the Program/Service Area want to be?

What does the program/service area envision for itself in next five years?

What are the gaps in the Program/Service Area?

What are the missing program/service area needs that are necessary to accomplish the five year vision?

How does the Program/Service Area address their gaps?

The program/service area develops S.M.A.R.T. goals. A goal is a statement of desired improvements/changes that a department/service area wishes to achieve and describes what they are trying accomplish. Goals serve as an internal source of motivation and commitment, and provide a guide to action as well as a means of measuring performance. Defining goals helps to conceptualize and articulate the future direction of the program/service area, thus allowing those responsible for setting that direction to develop a common understanding of where they are heading. Goals provide a way of assuring that an department/service area will achieve its desired outcomes. Thus it is important that goals meet specific criteria that can be used to easily assess them. S.M.A.R.T. goals provide a framework to improve goal setting and help create more effective goals.

The elements of S.M.A.R.T. Goals

- Specific:** Specific goals are clear and unambiguous; they explain exactly what is expected.
- Measurable:** Measurable goals require the program/service area to establish concrete criteria for measuring their progress toward attainment of each goal.
- Attainable:** Attainable goals are realistic in the current environment.
- Results-based:** Results-based goals represent an objective toward which program/service area are willing and able to work.
- Time-bound:** Time-bound goals have starting points, ending points and fixed durations. There is a clear target date.

Goals Matrix:

- The goal matrix details all the components of a SMART goal and funding requests associated with resource allocation. The goal matrix also includes the status and current assessment of the goal, related SLOs/AUOs, and related college goals.
- The goal matrices and corresponding funding criteria are utilized by campus resource allocation committees to determine funding priorities and disbursement.

PROCESS

For a complete and detailed timeline, please see the Program Review Handbook or website.

- Program Review Committee (PRC) conducts the lead writer training and distributes the program review materials.
- Lead writer, in consultation with others in the program/service area, analyzes the program review data and completes the initial draft of the Program Review Response Sheet.
- The program/service area faculty and staff, manager, and PRC liaison review the draft of the Program Review Response Sheet. They provide feedback to the lead writer.
- The program/service area faculty and staff, manager and PRC liaison consult with the lead writer concerning the development of the Program Review Goal Matrix.
- The lead writer submits the final Program Review Response Sheet and Goal Matrix to the PRC liaison for a last review and feedback.
- The lead writer, department chair/supervisor, and manager sign the final Program Review Response Sheet and Goal Matrix .
- The manager submits the final Program Review Response Sheet and Goal Matrix to the Program Review Administrative Co-Chair.
- The PRC develops and approves the Program Review Committee Annual Report.
- The PRC submits the Program Review Committee Annual Report to President’s Cabinet for approval.

RESOURCES

Program Review Website:
sdmesa.edu/instruction/prog-rev/lead-writer.cfm

Strategic Planning Website:
sdmesa.edu/strategic-planning/

Mesa Institutional Research:
sdmesa.edu/institutional-research/

KEY PLAYERS

Program/service area lead writer:

Coordinates the writing and completion of the program review document into an organized whole.

Entire department/service area and manager:

Are involved in producing the raw material for the report and reviewing it regularly for its accuracy and completeness.

Liaisons:

Assists lead writer with how to write the program review document so the program/service area puts “its best foot forward” by assuring that program reviews are appropriately documented to support subsequent resource allocation decisions.

COMMITTEE MEMBERSHIP

Four Co-chairs representing: Administration, Academic Senate, Student Services, and Administrative Services

Four Administrative Representatives

Fourteen Faculty Representatives

Four Classified Representatives

Two Associated Students

Ex Officio: Campus-Based Researcher and Program Review Administrative Support, Senior Secretary

For current membership, please visit the Program Review Committee website.

COMMITTEE PURPOSE

- Review, modify, and disseminate the program review handbook which contains timelines for the program review process.
- Provide training and guidance to groups and individuals regarding the program review process.
- Review and provide feedback during the program review process.
- Prepare the annual written Program Review report.

SAN DIEGO
MESA COLLEGE

Program Review At-A-Glance

2011-2012

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For complete and detailed information regarding the San Diego Mesa College Program Review Process, please reference the Program Review Handbook.

sdmesa.edu/instruction/prog-rev/materials.cfm