Program Review Process

Program Review is an integral part of the institution's overall planning process. The goal of Program Review is to foster student success and learning based on best practices by systematically assessing progress toward achievement of program goals and outcomes, including how a program can be continuously improved. This process focuses on four tenets: the true state of the program, the identification of accomplished services in the program area and those needing improvement, recommendations for implementing improvements, and use of results and follow-up.

Program-level assessment is conducted on a rotational schedule. All programs, both instructional and non-instructional, take part in the review process. The program director or division chair is responsible for overseeing the timely and accurate completion of the Program Review process.

All programs are reviewed cyclically. Instructional programs (including academic transfer and certification) are reviewed on a five-year cycle, while non-instructional programs are reviewed on a three-year cycle. Programs update their progress on outcomes and goals annually in the Planning Module in the Strategic Planning Online (SPOL) system. The process and timeline for the three- and five-year reviews are as follows for all programs:

1. The Office of Institutional Effectiveness and Enrollment Management (IEEM) notifies program directors/chairs about the requirements and timeline of the process.
2. IEEM prepares Excel templates which include enrollment and faculty load data (for instructional programs). Academic and Student Support Services units (e.g., Enrollment Services) additionally complete CAS (Council for the Advancement of Standards in Higher Education) Guidelines forms.
3. Templates are distributed electronically to program directors/chairs.
4. Program directors/chairs respond to questions and statements in the template, including updates to strategic plans.
5. IEEM staff conduct focus groups with full- and part-time faculty/staff (excluding unit leaders) and students (where applicable) in each program. Comments are captured anonymously and recorded as a SWOT analysis. A summary report is prepared by IEEM and forwarded to the program director/chair.
6. Each program director/chair arranges for an external consultant to review program operations and offer suggestions, comments, etc. on the program’s strengths and weaknesses. The external consultant’s report is sent to the program director/chair and IEEM.
7. All documents are forwarded to members of the Program Review Committee for review. The Committee is composed of leaders from both instructional and non-instructional programs:
   a. Vice President, Academic Affairs
   b. Vice President, Student Services
   c. Chief Financial Officer/Senior Vice President for Finance and Administrative Services

8 October 2013
d. Dean of Academic Affairs  
e. Dean of Institutional Effectiveness and Enrollment Management  
f. Director of Institutional Assessment  
g. Director of Technical Education Quality Initiatives  
h. Director of Library Services  
i. Two faculty members  

8. The program director/chair prepares a formal presentation for the Program Review Committee based on the templates, focus group report, and external consultant’s report. The presentation should include findings, commentary, and proposals for continuous program improvement. The Program Review Committee reviews all materials for each program, including the data templates, focus group reports, external consultant’s report, and other relevant pieces (e.g., CAS reports). The committee may then make recommendations to the program director/chair towards continuous improvement, goals, and foci for the upcoming fiscal year and the five-year period until the next full program review.  

9. The program director/chair prepares a brief Executive Summary for the Program Review Committee. The Executive Summary is forwarded to the Executive Council for comments, actions, etc. All supporting documents are available for inspection and review by the Executive Council.  

10. All documents are stored on the IEEM server for future reference.  

Blinn College understands the importance of Program Review as part of its institution-wide continuous improvement cycle and is committed to excellence in all aspects of program review. The use of feedback is an integral part of the continuous improvement cycle and a foundation to sound assessment practices.