Academic Program Review Handbook

August 2023

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YVC (Yakima Valley College) APR
(Academic Program Review)
Handbook

Why

Education opens doors and changes lives. We continuously review our programs to ensure we deliver education that makes a difference.

Purpose

Academic Program Review is a systematic process of review of student learning. It's a process built by faculty for faculty that began in 2021 and is continuous. This process leads program faculty through an evaluation of student learning in the degree program and through the development of an improvement plan.

Academic Program Review addresses the following 2020 Standards from the Northwest Commission on Colleges and Universities:

- 1.C.1 Program Content is consistent with recognized fields of study.
- 1.C.1 Appropriate rigor in student learning outcomes leads to college-level degrees, certificates, or credentials in programs of study.
- 1.C.2 Learning outcomes are of proper breadth, depth, and sequencing.
- 1.C.3 All program and degree learning outcomes are published.
- 1.C.3 Enrolled students are supplied expected learning outcomes for all courses.
- 1.C.5 An effective system of assessment of the quality of learning.
- 1.C.5 Clearly found faculty responsibility for curricula, student learning, and instructional improvement.
- 1.C.6 Institutional learning outcomes (ILOs) and competencies are set up and assessed for all programs or within the General Education curriculum.
- 1.C.7 Results of student learning assessment are used to inform and improve academic programs.

Academic Program Review (APR) Rotation Schedule

Group/Cohort A	Group/Cohort B	Group/Cohort C
AA-DTA, AS-T Tracks 1 &2	Substance Use Disorder Programs	Criminal Justice Program
Agriculture Programs	Business Administration Programs	Dental Hygiene Program
Allied Health Programs	Engineering Programs	Veterinary Technology Program
Radiologic Sciences Program	Business Technology Programs	Nursing Programs
Automotive Technology Program		Education Programs
		Information Technology Programs
Last Report 2021-22	**Last Report 2022-23**	**Upcoming Report 2023-24**

Process Timeline

Academic Programs have unique goals each year of the 3-year APR cycle. The program review process is a two-quarter process for programs in their reporting year. The work documented in the Faculty Response & Improvement Plan of the report continues throughout the academic review process leading up to the next report. Attending meetings, collaborating with colleagues across disciplines, and meeting deadlines are essential to completing a successful report and completing the review process.

Program heads or chairs will fill out an APR report template with guiding prompts, providing the information needed to complete the reports. Directions in the report template will guide the leads to meet with their program faculty, on Assessment Day, to complete, consider the program data and create an Improvement Plan. The APR Faculty Coordinators will then compile the information provided by the leads from the template into a word document to compile an APR Report. The report will be forwarded to the appropriate Dean who will provide observations, and suggestions and confirm the plan. The report will be posted in the Assessment Canvas Course and work will commence and focus on the Improvement Plan over the next two academic years with annual review and evaluation on subsequent Assessment Days.

Below is a table that outlines the program review process.

Activity	Deadline or Occurrence
- Program Review Workgroup members assembled for the upcoming academic year. - Learning Outcomes Templates are prepared for use at the beginning of the Summer Quarter. - Communication w/next year's programs (convocation). - Plan Convocation and Assessment Day	Spring Quarter
- APR Program Chair makes sure there is access to the APR Draft Report Template. This template is used to collect information for the final APR Report. - Workshop revisions.	Summer Quarter
Faculty Professional Development in support of essential skills needed to	Fall Quarter September (Convocation)

take part in Academic Program Review Process. • APR Faculty Coordinators meet w/Program Faculty and introduce Report Format, Handbook and APR Process.	
• APR Committee Leads meet w/Program Faculty to work through APR Report for reporting programs and construct an improvement plan. • All programs not under review will meet w/Program Faculty to revisit the Improvement Plan, note progress and needs, and update the Improvement Plan. • All faculty will review and/or complete professional development workshops. • The faculty will provide feedback to the APR team through a survey.	Fall Quarter October (Assessment Day)
• Review Faculty Surveys. • APR Faculty Coordinators assemble reports and give them to Deans for validation. • Deans review reports and validate Improvement Plans. • Reports returned Program Leads and Improvement Plans executed over next two years.	Winter Quarter

APR Annual Cycle for Degree Programs

PLAN
- Map and align outcomes
- Develop improvement plan
- Prepare or Review APR Report

ACTION
- Implement the plan
- Teach
- Import Tracking Template (s)

MEASURE
- Assess Learning Using Tracking Templates
- Collect Evidence
- Review Data

REFLECT
- Analyze & Evaluate Data
- Re-evaluate Plan/Goals
- Share Results/Collaborate
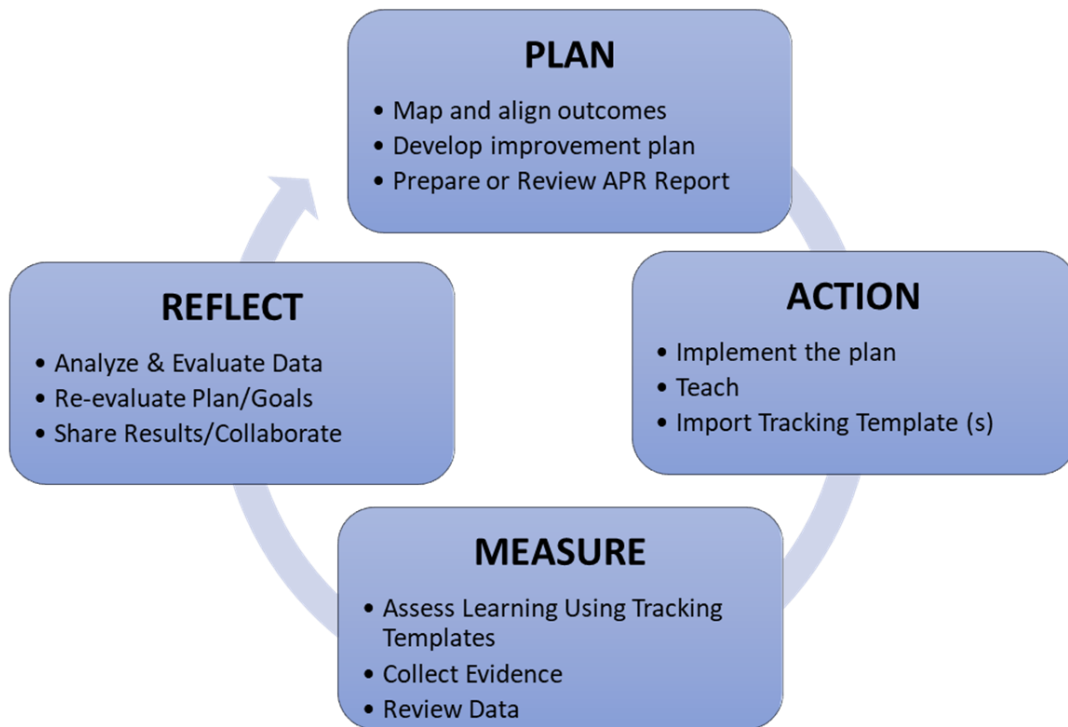
Yakima Valley College

Academic Program Review Report

Template

2023-2024

Program Review for ___

Year 3/Cohort C

Section 1. Program Description

Pathway:

Description & Program Purpose:

Relationship of the program to YVC's 2021-2025 Strategic Plan:

Program Overview & Planning Process:

Program planning is a shared responsibility between the program faculty, dean, and curriculum committee. In consultation with the dean, program faculty propose, review, and revise program courses, sequences, certificates, and degrees. The curriculum committee receives proposed and revised curriculum and determines whether to advance the courses/programs of study to the President for final approval.

Each department associated with the courses in a program of study meets at least quarterly; course proposals and revisions are voted upon during these meetings. The overall program review team meets annually to review updates to the curriculum associated with the program and progress at meeting program indicators. At least twice per year, program faculty are convened to discuss program effectiveness or elements of program effectiveness: Convocation and Assessment Workday. The department faculty and the program review team members use information gleaned from reviews as the basis for planning improvements to courses, sequences, and programs of study.

- **Does the program have a competitive Application Process?**
- **Does the program have an Advisory Board?**

Program Learning Outcomes:

- **Are the PLOs approved by Curriculum Committee?**
    - **When approved?**

- **Does the program have a learning outcomes map or record of which courses are assessing which Learning Outcomes?** Yes

Academic Credit for Prior Learning:

Are the ACPL (Academic Credit for Prior Learning) listings in the Canvas Course accurate?

Section 2. Program Intent Analysis

A Program Intent Dashboard of basic data elements with a trend summary was created by OIE. Program of intent data includes all students coded for the program. For programs with selective admission, the intent numbers reflect accepted students and students who are working toward application/acceptance. At all times when the term "program of intent/intent" is used it refers to all students coded into the program. When the term "accepted" is used, it refers to all students who applied and were accepted into a selective admissions program. The APR Workgroup reviewed and analyzed data to identify any trends or patterns in student intent that might affect the program.

The following trends were of particular interest and may impact future planning:

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Section 3. Achievement & Equity Analysis

A Program Achievement Dashboard of basic data elements with a trend summary was created by OIE. The APR Workgroup reviewed and analyzed data to identify any trends or patterns in student achievement that might affect the program. The following was observed by faculty:

Course Completion Analysis

A Program Course Completion Dashboard of basic data elements with a trend summary was created by OIE. Course completion data includes all courses listed in the current catalog as required for degree completion. The APR Workgroup reviewed and analyzed data to identify any trends or patterns in student enrollment that might affect the program.

Section 4. Learning & Student Voice Analysis

Learning Outcomes:
A Program Learning Outcomes (PLO) Dashboard and Institutional Learning Outcomes (ILO) Dashboard were created by OIE.

Student Voice:

Does your program capture student voices and how? For example, some accredited programs may require a graduation and/or alumni survey that provides student feedback.

Student Voice Faculty Observations:

 If your program captures student voice, is there are theme or observation faculty would like to note here?

Section 5. Faculty Response & Project/Improvement Plan

Faculty Observations By:

Summary of Prior Improvement Efforts:

This is a space to note if the program is maintaining or pursuing accreditation, professional development activities of program faculty, curriculum committee items, department or program projects, or advisory board input that instigated any changes. Not all improvements need to be included, but please prioritize what you feel is most relevant and noteworthy.

Please include the timeline in which these improvements were made with each bullet point.

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Summary of Future Improvement Efforts:

Please outline your improvement plan using the table below. This plan will be reviewed annually on Assessment Day to help track improvement and or identify a need to modify.

Problem to Solve	Goals	Strategies to solve the problem	Responsible Personnel	Proposed Timeline

Resources:
Are there any resources that may be needed to support this plan? If so, please explain here:

Section 6. Dean Response

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Glossary of Terms

Academic Program:

- any degree.

Academic Program Review (APR):

- a process of reviewing academic programs of study for effectiveness and planning for improvement.

Academic Program Review Faculty Coordinators:

- Faculty partaking in the review process and supports the Academic Program Review Committee with involvement throughout the program review process.
- Coordinators are assigned to Arts and Sciences and to the Workforce Education Division

Assessment Committee:

- initiating campus assessment work.

Course Learning Outcome: currently all Course Outlines that are given to the Curriculum Committees have CLOs.

- outcomes that are woven into the specific course which focus on the course specific ideas and align with the Program Learning Outcomes.

Disaggregated Data:

- data that has been divided into sub-categories from the larger population that can reveal inequities not seen in aggregate form.

Institutional Learning Outcome: formerly known as Student Learning Outcomes (SLO) or General Education Outcomes.

- outcomes that are woven into the fabric of all programs of study (45 credits or more) within the institution. These outcomes focus on the institution's "Big Ideas" and align to the values of the institution.

Program Learning Outcome: The Arts & Science Division developed PLOs (Program Learning Outcomes) for the AA-DTA, and the Workforce Education Division developed PLOs for all programs as defined above.
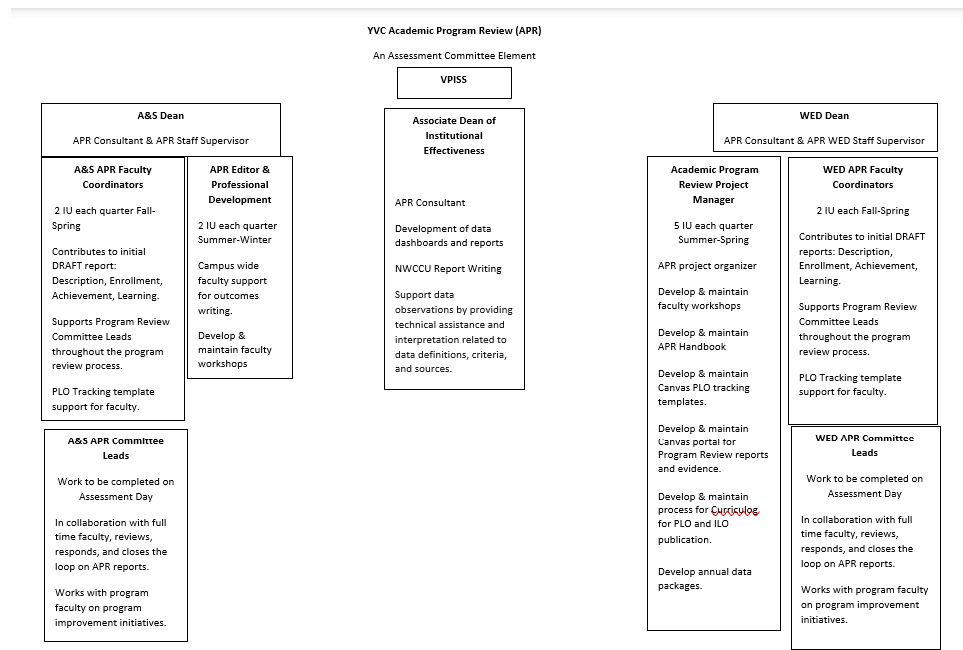
- outcomes that are woven into a specific program which focuses on a program's "Big Ideas" which could align with state-wide degree requirements, or specific industry requirements.

Program Review Committee Leads (Chairs and/or Department Heads):

- In collaboration with Program Faculty, reviews, responds, and closes the loop on APR Report.

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YVC Academic Program Review (APR)

An Assessment Committee Element

VPISS

A&S Dean

APR Consultant & APR Staff Supervisor

A&S APR Faculty Coordinators

2 IU each quarter Fall-Spring

Contributes to initial DRAFT report: Description, Enrollment, Achievement, Learning.

Supports Program Review Committee Leads throughout the program review process.

PLO Tracking template support for faculty.

APR Editor & Professional Development

2 IU each quarter Summer-Winter

Campus wide faculty support for outcomes writing.

Develop & maintain faculty workshops

A&S APR Committee Leads

Work to be completed on Assessment Day

In collaboration with full time faculty, reviews, responds, and closes the loop on APR reports.

Works with program faculty on program improvement initiatives.

Associate Dean of Institutional Effectiveness

APR Consultant

Development of data dashboards and reports

NWCCU Report Writing

Support data observations by providing technical assistance and interpretation related to data definitions, criteria, and sources.

WED Dean

APR Consultant & APR WED Staff Supervisor

Academic Program Review Project Manager

5 IU each quarter Summer-Spring

APR project organizer

Develop & maintain faculty workshops

Develop & maintain APR Handbook

Develop & maintain Canvas PLO tracking templates.

Develop & maintain Canvas portal for Program Review reports and evidence.

Develop & maintain process for Curriculog for PLO and ILO publication.

Develop annual data packages.

WED APR Faculty Coordinators

2 IU each Fall-Spring

Contributes to initial DRAFT reports: Description, Enrollment, Achievement, Learning.

Supports Program Review Committee Leads throughout the program review process.

PLO Tracking template support for faculty.

WED APR Committee Leads

Work to be completed on Assessment Day

In collaboration with full time faculty, reviews, responds, and closes the loop on APR reports.

Works with program faculty on program improvement initiatives.

Academic Program Review RACI Chart

(Responsible, Accountable, Consulted, Informed)

Task	Responsible	Accountable	Consulted	Informed
	This team member does the work to complete the task. Every task needs at least one *Responsible* party, but it is okay to assign more.	This person delegates work and is the last one to review the task or deliverable before it is considered complete.	Every deliverable is strengthened by review and consultation from more than one team member.	These team members simply need to be kept in the loop on project progress, rather than roped into the details of every deliverable.
Maintain Handbook Ongoing	APR PM	VP	APR Workgroup, Admin	YVC (Yakima Valley College) Faculty
Maintain/Develop Annual Faculty Professional Development	Editor/PD	VP and Deans	Faculty Pilot Participants, APR Workgroup	Faculty via Convocation and Assessment Day
Maintain/Revise Annual LO Templates	APR PM	Deans	APR Workgroup	YVC Faculty
Maintain APR Canvas Portal	APR PM	APR PM	APR Workgroup, APR Committee Leads	APR Committees
Create APR Canvas Quizes	APR PM/OIE	VP	Deans	Instructional Council
Facilitate Annual Program Review Committee APR Reports	APR Faculty Assessment Coordinators, APR Committee Leads	VP	Deans	APR Committees
Develop Annual Data Dashboards	OIE, Canvas Admin	OIE	APR PM, APR Workgroup, Canvas Admin	VP Ernst, Deans

Organize and convene the leadership of APR	APR PM	VP	APR Workgroup	Instructional Council
Coordinate PLOs with Curriculum Committee and Curriculog	APR PM	VP	Curriculog Admin, Curriculum Committee	Instructional Council

Coaching/Mentoring and following up with individual faculty	APR Faculty Coordinators	APR Faculty Coordinators	APR workgroup, Assessment Committee	YVC Faculty
Annual survey to get feedback from faculty who took part in current year review to help shape future APR.	APR Workgroup	APR Workgroup	All participating Faculty	APR Workgroup