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| **Annual/Interim Program Review Guidelines**This document was developed by the Illinois Community College Board, through the Program Review Advisory Committee, as a resource for community colleges to facilitate annual or interim program review processes. This document is only a resource and is not required to be submitted to ICCB through the statewide program review process. Institutions may tailor and edit this template, as appropriate.  |
| **Program(s):** |  | **Academic Year Program is Up for Review:** |  |
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| **Steps:**Each of the three steps should be completed annually or on an interim basis. 1. **Identify/Outline/Revisit** **Action Steps and Goals**
2. **Collect, Review, and Monitor Data**
3. **Implementation of Strategies/ Re-Evaluation of Improvement Plan**
 | **ICCB Program Review Template Crosswalk:**The following citations/sections can be found in the most recent ICCB Program Review CTE Template submitted by your institution and contains Information to help you answer or complete each step of the annual/interim review. *Note: if your institution has revised the template, the numbering system may not align. Additionally, programs reviewed prior to FY2017 will not have been completed utilizing the new ICCB templates.*  |
| **Step 1:**  | **Identify/Outline/Revisit** **Action Steps and Goals** in each year following the statewide program review. Annually track progress of action steps and goals.* Who is responsible for each action step?
* What partners need to be engaged?
* What other divisions/ departments/ partners will be impacted by any changes?
* What resources are needed?
* Are there new or existing planning efforts underway at the college that should be considered? (e.g. assessment, budgetary, strategic, etc.)
* What barriers/challenges need to be addressed?
* What are the strategies to address equity gaps?
 | **CTE:**Program Objectives/Goals1.6 Review of Program Need2.5 Review of Program Cost3.2 Quality- Identified Weaknesses3.26 Review of Program QualityCTE Barriers (following 3.26) |
| **Step 2:**  | **Collect, Review, and Monitor Data**Potential data to be reviewed:* Enrollment
* Completions
* Credit Hours Generated
* Course-level success rates (% C or better)
* Labor market information
* Advisory committee recommendations
* Student satisfaction surveys
* Employer satisfaction surveys
* Program cost information

**Questions to Consider for Action** as you are monitoring the data:* To what extent are the program-level goals being achieved? Do the data reflect that the program is on track to achieve the goals set?
* Should the assessment results drive change in the curriculum or instruction?
* Should the Action Plan be revised?
* What barriers need to be addressed?
 | **CTE:** Performance and Equity Section1.1-1.2 Labor Market Need2.1 Costs3.12 Licensure Pass Rate (if applicable)3.20-3.21 Student Satisfaction Info.3.22-3.25 Employer Satisfaction Info. |
| **Step 3:**  | **Implementation of Strategies/ Re-Evaluation of Improvement Plan**Were the following a part of the program’s improvement plan? If so, visit the progress of such revisions. If not, are there considerations for revising or improving any of these processes?* Recruitment
* Professional development
* Connection/integration to student and academic services
* Advisory committees
* Delivery methods (face-to-face, hybrid, online)
* Work-based learning opportunities
* Articulation/Cooperative Agreements
* Partnership building/ Employer Engagement
 | **CTE:**Review Results1.4 Recruitment3.3 Delivery Methods3.7 Dual Credit3.8 Work-based learning3.9 Program Accreditation3.13 Articulation/Cooperative Agreements3.14 Partnerships3.15 Professional Development3.19 Curricular revisions |

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| **Annual Program Review Template Worksheet**This worksheet is designed to help programs track annual program review progress and improvement plan implementation. The first column should be completed following the Statewide Program Review for the program. The “Year” columns should be complete each year following the comprehensive review while utilizing the steps detailed above.  |
|  | ***Provide updates for each academic year as appropriate.*** |
| **Year 1-** | **Year 2-** | **Year 3-** | **Year 4-** | **Year 5-** |
| **Goals:** |
| 1. (enter goal here)
 | (enter update here) |  |  |  |  |
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|  |  |  |  |  |  |
| **Action Steps:** |  |  |  |  |  |
| 1. (enter action step here)
 | (enter update on progress of action steps here) |  |  |  |  |
| **Responsible:** |
| (who is responsible? |
| **Resources Needed:** |
|  |
| **Action Steps:** |  |  |  |  |  |
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| **Responsible:** |
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| **Resources Needed:** |
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| **Action Steps:** |  |  |  |  |  |
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| **Resources Needed:** |
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| **Action Steps:** |  |  |  |  |  |
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| **Responsible:** |
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| **Resources Needed:** |
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*(add more rows as necessary)*

*This document was adapted through resources made available by the following colleges: Black Hawk College, Carl Sandburg College, Elgin Community College, Harper College, Highland Community College, Lewis and Clark Community College, Richland Community College, Moraine Valley Community College, Triton College, and Waubonsee Community College*