

Date: 16 November 2016

To: Assessment Committee

From: Dr. Edward Pai, Dean, Institutional Effectiveness

**Re: Comprehensive Program Review Completion Requirements**

This memo outlines the completion requirements for the 2016-17 Comprehensive Program Review and discussed and recommended by the Assessment Committee at the November 15, 2016 meeting. The completion requirements as outlined here attempt to honor and clarify the process described in the Academic Program/Pathway Review Policy and Procedure Manual (March 1, 2012 version):

- Scheduled units participate (see schedule)
- Opened October 24
  - First workshop offered 10/28 (Assessment, Architecture, Kinesiology, Music + 2 Deans attending)
  - Second workshop offered 11/4 (Math, CIS, CD, Physics, Chemistry, Music, Psychology, Culinary Arts, Kinesiology, English, Theatre attending)
  - Scheduled workshops:
    - Nov 18, 9-12 and Dec 9, 12:30-3:30
    - CTE: Dec 9, 9-12
- Timeline for completion:
  - To meet resource allocation timelines, CPR should be completed at the end of January
  - Divisional review and Program/Pathway Review Self-Study Committee review to occur after January
- Requirements:
  - Proposed modules approved by Assessment Committee
    - Currently working with CTE Dean and Faculty Chair to finalize CTE modules
- Review/Validation/Approval
  - Modules initially completed by Discipline Faculty/Division Chair
  - Results presented to Division for certification/approval and forwarded to Self-Study Committee
  - Division certified/approved results presented to Program/Pathway Review Self-Study Committee (see Manual for membership list) for validation
    - For CTE programs, the Advisory Committee should be used instead of a Self-Study Committee
    - Validation rubric and process outlined in Manual
    - Validation team completes Validation Team Report
  - Cluster Vice President, Division Dean and Division Chair review and approve
  - Completed Comprehensive Program Review results presented to Academic Senate
    - If there is a recommendation regarding program initiation or viability, the Cluster Vice President presents a written report to the Academic Senate to address