

Introduction to Program Review

The purpose of the Student Services Program Review is to evaluate all existing Student Services programs and services at Monterey Peninsula College (MPC) to assure their quality, vitality and responsiveness to student needs and student learning. The Student Services Program Review at MPC is a process that provides an opportunity to look constructively at programs and services with an eye toward improving programs and services and making effective and efficient use of resources. The Student Services Program Review is also an essential element of the college's planning, budgeting and resource allocation process. When appropriate, the Student Services Program Review should include data that demonstrates the effectiveness of its services as it relates to student access, progress, and success.

Review Process

The Program Review involves the following processes:

- **Orientation:** The Vice President of Student Services will hold a meeting with Student Services Coordinators/Managers/Administrators responsible for completing Program Reviews to introduce procedures, forms and timelines.
- **Self Study:** The Student Services Programs being reviewed will conduct a self-study based on the information provided in the orientation.
- **Committee Responses:** The Program Review Committee will review the self study document provided by the programs. Using "Student Services Program Review Evaluation Form," the Program Review Committee will prepare preliminary responses and recommendations which will be returned to the program for comments. The Vice President of Student Services, Deans and/or Managers will also have an opportunity to review and comment on the Program Review Committee preliminary responses.
- *Optional Meeting: Programs will have the opportunity to meet with the Program Review Committee to offer changes to the Program Review Committee response. (I plan to suggest this component be added to the process)*
- The Vice President of Student Services will share results from the Student Services Program Review, along with the Program Review Committee recommendations to the Student Services Advisory Committee (SSAG) and subsequently to the College Council.

Program Review Self Study

This self-study is designed to enable each program to take into consideration as many perspectives as possible. Therefore, a successful self-study assures that all personnel in the program have the opportunity to be involved in the process.

Please respond to each Program Review components in the analysis and in the order listed.

I. Program Information

- A. Program Overview/Analysis
 - 1. Program Description
 - 2. Student Demographic Information
 - 3. Program Data
 - 4. Student Learning Outcomes
 - 5. Staffing Patterns
 - 6. Student Satisfaction
 - 7. Program Compliance*

- B. Planning
 - 1. Prior Program Review Impact
 - 2. Planning Assumptions/Trends
 - 3. Planning Constraints
 - 4. Goals
 - 5. Annual Objectives
 - 6. Activities
 - 7. Timelines
 - 8. Program Cost

- C. Budget Information
 - 1. Budget Information
 - a. Current Budget Documents
 - b. Budget Development
 - 1. Annual Budget Adjustments

 - 2. Budget Requests
 - a. Action Plans

II. Appendix

* For programs with external reviews

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