Committee Chairs –

In our efforts to better evaluate and improve the processes of the institution, as well as address accreditation requirements, we would like to invite your committee to conduct a short self-assessment at an early Fall meeting. Please include the survey on an upcoming agenda and ensure that your minutes reflect the discussions that occur on this topic.

Each committee should complete one survey only. Each committee member should not submit a survey.

We would appreciate your feedback by the end of October 2016. Thank you in advance.

1. Committee Information

Committee Name: **Program Review Committee**

Discussion Date(s) with Committee: **11-15-16**

**GCC's Mission Statement**

Glendale Community College serves a diverse population of students by providing the opportunities and support to achieve their educational and career goals. We are committed to student learning and success through transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction. The college is dedicated to the importance of higher education in the evolving urban environment of Glendale and the Greater Los Angeles area. Faculty and staff engage students in rigorous and innovative learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community.

As part of its mission, Glendale Community College is committed to student success by promoting:

- communication, critical thinking, information competency, quantitative reasoning, global awareness, and personal responsibility;

- collaboration among disciplines and openness to the diversity of the human experience;

- student services, learning support, and state of the art technology, including distance education modalities, that enable students to reach their educational goals in an efficient and timely manner.

**GCC's Vision Statement**

Glendale Community College is the Greater Los Angeles Region’s premier learning community where all students achieve their informed educational goals through outstanding instructional and student services, a comprehensive community college curriculum, and educational opportunities found in few community colleges.

2. Please explain how the committee's mission supports the college's mission and vision statements, and student learning.

**The essential function of each student services, administrative services, and instructional services unit at the college is to serve student learning and success. Program review is an established process by which each of those units use quantitative and qualitative evidence to assess its strengths and weaknesses and seek ways to improve its performance. Ultimately, the purpose of aligning the Program Review Committee’s mission and process with the college’s mission, institutional master plan, and accreditation standards is the data-driven, planned, continuous improvement of student learning and success. The analysis and outputs of program review should inform and guide dialog, decision-making, planning, resource allocation, and budget considerations within units and across the institution.**

3. Please review previous answers to this Governance and Non-Governance Committee Surveys. How has this committee improved its processes?

**The Program Review Committee is carefully examining the efficiency and effectiveness of its previous and current form, process, and database and taking steps to continuously improve these for the benefit of constituents (including students and college personnel).**

4. Are there currently any challenges or obstacles hindering the operation of the committee? Please explain.

* **Currently, performance metrics are *self-reported* totals from student services and admin services units (unlike instructional units’ Trend Analysis data which are *aggregated* totals supplied by Research & Planning). This should be considered in the context of integrity.**
* **The statewide Academic Senate recommends that each unit must possess a mission statement and complete its PR in the context of that, but many of ours do not have a mission.**
* **Lack of sufficient personnel to conduct program review (e.g. an adjunct instructor coordinates all program review for the Tech & Aviation Division (TAD) and many TAD departments rely upon adjunct instructors to complete them without providing these instructors sufficient time or compensation.**
* **For multiple reasons, program review is completed by individuals who are inexperienced in interfacing with the program review, curriculum, and learning outcomes databases.**
* **Program Review completers have expressed confusion about procedure (especially when changes are made to the database each year)**

5. Last year for this survey, committees were asked to develop and report two indicators for measuring the committee's progress in improving its processes. **This committee has never completed this survey before.**

Please report on the indicators for this year. How will you incorporate these indicators in the regular operations of the committee?

**Possible indicator for Fall 2016:**

**# of action items planned for changes based upon analysis of the efficiency and effectiveness of previous and current PR form, process, and database.**

**Possible indicators for Fall 2017:**

* **Measures derived from the results of indirect measures (e.g. satisfaction survey completed by PR completers) of Program Review’s improvement, efficiency, and effectiveness**
* **# documents provided to PR as evidence of intra-unit dialog**

6. How frequently does the committee discuss or refer to the following?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Never | Rarely | Occasionally | Frequently |
| College mission and/or vision |  |  |  |  |
| Student learning |  |  |  |  |
| Student achievement outcomes (e.g., success rates, degree/certificate completion, transfer rates) |  |  |  |  |
| Student equity |  |  |  |  |
| GCC’s academic quality |  |  |  |  |
| Board Policies and/or Administrative Regulations |  |  |  |  |
| Educational Master Plan |  |  |  |  |

7. What is the committee's assessment of its effectiveness in working toward achievement of the college's mission and goals?

Needs improvement

Satisfactory

Good

Excellent