



## **AP 3255                      PROGRAM EVALUATION**

### **References:**

Education Code Section 78016;  
Title 5 Sections 51022 and 55130

### **Definitions**

**Program** - See BP 4021 Establishing, Modifying, or Discontinuing Programs.

**Program Review** - See BP 3255 Program Review.

**Program Evaluation Committee (PEC)** is a District committee, which reports to the College Planning Council (CPC), tasked with analyzing program reviews in order to give feedback to the educational program or administrative unit as well as to ensure due process in the establishment, modification, or discontinuance of a program. PEC will also produce a report linking program review to the strategic directions and goals of the Educational Master Plan.

### **Composition of the Program Evaluation Committee (PEC)**

The Program Evaluation Committee (PEC) shall consist of the following members:

- Academic Senate President as Faculty Co-Chair (non-voting)
- One Dean as Administrative Co-Chair (non-voting)
- One Dean (voting)
- One Associated Student Government representative or designee (voting)
- One full time faculty member from each Division (voting)
- One Business Services representative (voting)
- One Human Resources representative (voting)
- One Information Technology representative (voting)
- One Educational Programs representative (voting) (not represented by faculty-led areas)
- One Classified representative (voting)

### **Resource Personnel**

**Note:** Resource personnel attend meetings of the Program Evaluation Committee when requested to by one of the Program Evaluation Committee co-chairs. There is no requirement placed upon resource personnel to attend every meeting.



- One Articulation Officer or Academic Counselor (resource, non-voting)
- One Institutional Researcher (resource, non-voting)
- Representation: CSEA, Advancing Leadership Committee, FA (resource, non-voting)

#### **Program Evaluation Committee (PEC) Tasks**

1. Establish criteria for program review evaluation
2. Evaluate program reviews
3. Recommend courses of action
  - a. Sustain program—No action needed
  - b. Modify program
  - c. Discontinue program
  - d. Establish program
4. Evaluate program review process and make recommendations
5. Report program recommendation outcomes to inform the Educational Master Plan
6. Disseminate best practices throughout the College
7. Institutionalization of grant-funded initiatives

#### **Program Review Timeline and Procedure**

All programs will conduct a full program review every three years according to the schedule established by the Program Evaluation Committee. The Program Evaluation Committee evaluates program reviews on a three-year cycle. Program review is a component of the District's integrated planning model outlined in the Educational Master Plan. Program review is connected to the District's Mission, Core Principles, and strategic plans.

Additionally, all educational programs and administrative units will review and update the resource request and goals of the program review annually following the budget development timeline. Any new resource requests will be considered for funding through the District's planning and budget processes.

The Office of Institutional Assessment, Research, and Planning will ensure that appropriate statistical data for program review will be prepared and available for all areas.

The department chair, program manager, or unit manager will ensure all department, program, or unit employees have the opportunity to provide input into the program



review process. The chair or manager may also invite individuals internal or external to the District to provide input into any aspect of the program review. The participants will review the Educational Master Plan as it relates to the department, program, or administrative unit, evaluate the achievement of previous goals and objectives, address issues identified in the preliminary meeting, and identify future goals and objectives.

The department chair, program manager, or unit manager is responsible for reviewing, updating, and completing the online program review. The information in the program review will be considered in the District’s planning processes to inform resource allocations, assess institutional effectiveness, and identify District goals and objectives.

The program review will include:

<b>Educational Programs</b>	<b>Administrative Units</b>
<b>Overview</b> (mission, program description, history)	<b>Overview</b> (mission, organizational chart, unit functions)
<b>Statistical Data Analysis</b> (relevant trends, student completion rates [ <i>if applicable</i> ], student learning outcomes, faculty information, revenue and expenses)	<b>Data Collection</b> (determine type of data to be collected, consider customer service survey)
<b>Program and Curriculum Review</b> ( <i>if applicable</i> )	<b>Unit Self-Assessment</b> (strengths, areas for improvement, progress towards prior goals)
<b>Program Goals</b> (where appropriate, link to strategic directions and goals of the Educational Master Plan)	<b>Unit Goals and Objectives</b> (where appropriate, link to strategic directions and goals of the Educational Master Plan)
<b>Resource Needs</b> (staff, faculty, TLU augmentation [ <i>if applicable</i> ], equipment, hardware, software, service, other)	<b>Resource Needs</b> (staff, equipment, hardware, software, service, other)
<b>Collaboration and Outreach</b> (working with administrative units, other academic departments, programs, advisory boards, community, other educational institutions)	<b>Collaboration and Outreach</b> (working with other administrative units, academic departments, programs, advisory boards, community, other educational institutions)



The Vice President and/or area dean will review the Program Review. The Vice President and/or area dean may request a program review meeting to discuss the report and make any recommended changes. If substantial changes are identified in the meeting, the department chair, program manager, or unit manager will confer with members of the program, department or administrative unit about the proposed changes. If members of the department do not concur with the suggested changes, the differences shall be noted as an attachment to the program review report.

All program review reports will be reviewed and evaluated by the Program Evaluation Committee to inform the Educational Master Plan. The Program Evaluation Committee will submit a summary of the analysis completed that year to the Superintendent/President and may make recommendations to a program, department, or administrative unit.

### **Role of the Curriculum Advisory Committee**

The Curriculum Advisory Committee is not explicitly described in this Administrative Procedure but the Curriculum Advisory Committee works in parallel to many of processes described herein and has a focus on:

- Curriculum, including establish prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Educational program development

### **Establishing Educational Programs**

The process is shown in Figure AP 3255-1. A faculty member proposes the establishment of a program which is reviewed by the co-chairs of the Program Evaluation Committee. It is expected that a preliminary proposal include a description of the need, appropriateness of the proposed program to the community college setting, proposed courses (new and/or existing) and other program requirements. The proposal is then forwarded to the full Program Evaluation Committee for consideration.

### **Program Evaluation Committee (PEC)**

The Program Evaluation Committee shall consult with the Executive Vice President (EVP), faculty and area deans affected by the proposed program to discuss the rationale for the proposal and potential effects on the District, review the originator's needs assessment, evaluate merits, feasibility, costs, and identify problems in design or implementation. If requested, the originator shall revise the proposal based on the



feedback provided by the Program Evaluation Committee. Proposals approved by the Program Evaluation Committee will be forwarded to the Academic Senate for consideration.

The following issues shall be discussed and resolved prior to the Academic Senate's consideration for approval of the program addition:

1. A comprehensive cost-benefit analysis that includes impacts to existing faculty and programs, including resources, space/facilities, and the program's position within the organization;
2. Staffing issues (e.g. projected faculty needs, classified support, designation of department chair or program director);
3. Identification and designation of minimum qualifications and faculty service area(s) for faculty teaching in proposed program;
4. Program support issues (e.g. articulation, listing of courses in catalog, required student support services, etc.).

#### **Academic Senate**

The Academic Senate will either approve or reject the proposal. Approved proposals will be forwarded to the Superintendent/President.

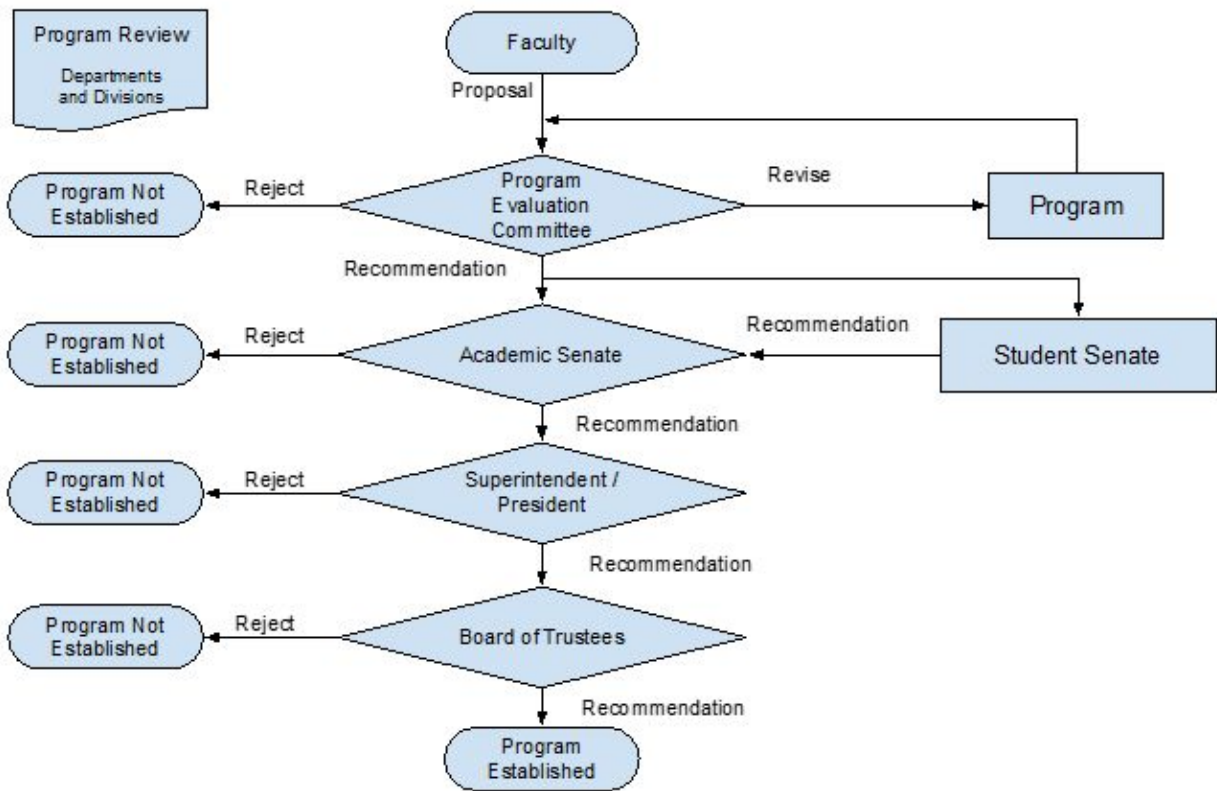
#### **Superintendent/President**

The Superintendent/President will either approve or reject the proposal. Approved proposals will be forwarded to the Board of Trustees.

#### **Board of Trustees**

The Board of Trustees will either approve or reject the proposal using a roll call vote.

**Figure AP 3255-1: Program Establishment Process**



### Discontinuing Educational Programs

The process is shown in Figure AP 3255-2. A written recommendation to discontinue a program can be made by the EVP or the Program Evaluation Committee (PEC) and will include at a minimum:

1. Reason(s) for discontinuance, including quantitative and qualitative program review data;
2. Previous strategies that have been employed to revitalize the program;
3. A comprehensive cost-benefit analysis that includes impacts on students, faculty, local industry, and other programs. Considerations include resources, space, and facilities;
4. Staffing issues (e.g. number of full-time faculty and classified staff, potential for reassignment);
5. Non-monetary impacts on the District (e.g. community and industry partnerships).



### **Program Evaluation Committee (PEC)**

PEC will evaluate the proposal using written criteria incorporating input from the campus community. There are three possible outcomes from the PEC evaluation process: Continuance, Modification, or Discontinuance.

- **Continuance** - The program remains in its current state.
- **Modification** - The program enters the modification process.
- **Discontinuance** - A recommendation is made to the Academic Senate to discontinue the program.

### **Student Senate**

The Associated Student Government of Santa Barbara City College's Student Senate will review the PEC recommendation for discontinuance. The collective decision of the Student Senate will be given to the Academic Senate through the Student Senate Liaison.

### **Academic Senate**

The Academic Senate will review the PEC recommendation for discontinuance and may elect to support or oppose the recommendation. In either case the PEC and Academic Senate recommendations advance to the Superintendent/President.

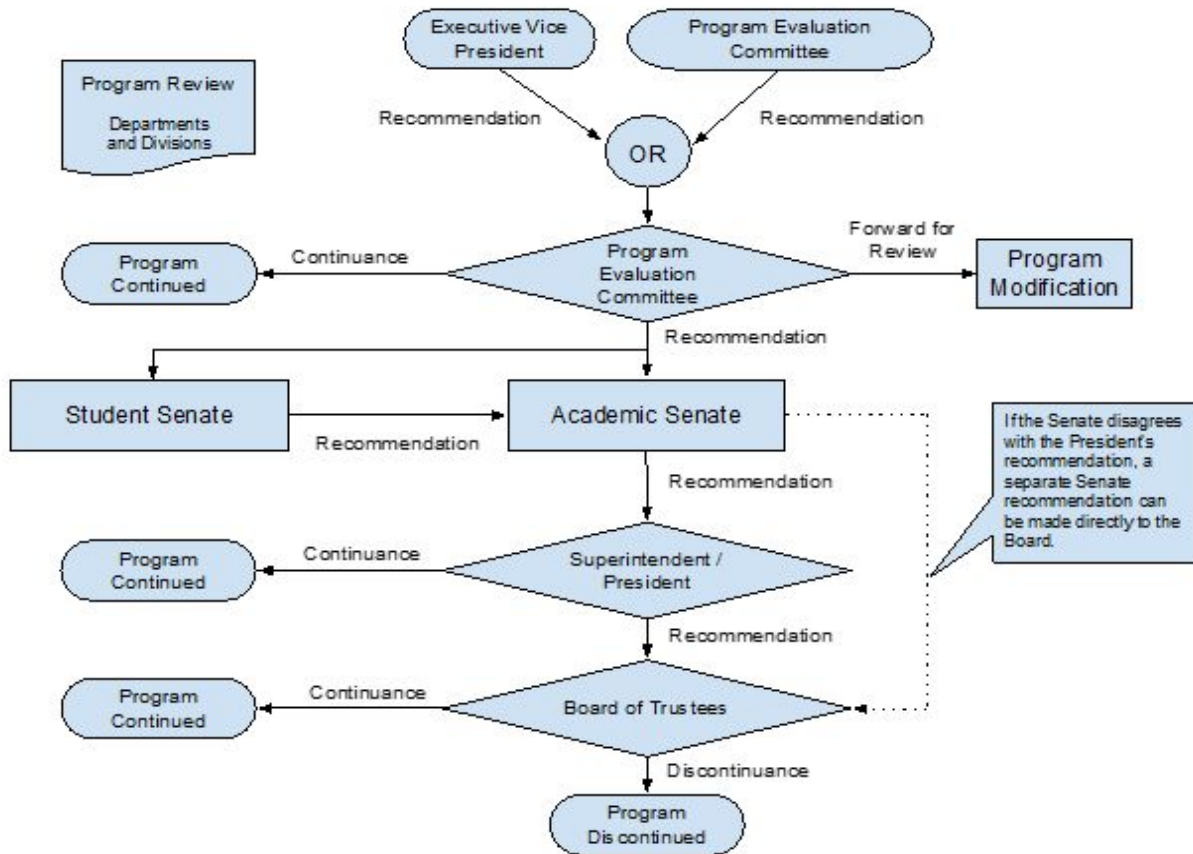
### **Superintendent/President**

The Superintendent/President will either approve or reject the proposal for discontinuance. Any recommendation for discontinuance will be forwarded to the Board of Trustees. If the Academic Senate disagrees with the Superintendent/President's recommendation, a separate Senate recommendation can be made directly to the Board of Trustees.

### **Board of Trustees**

The Board of Trustees will either approve or reject the proposal using a roll call vote.

Figure AP 3255-2: Program Discontinuance Process



### Modifying Educational Programs

- Program modifications are substantive changes to programs. These changes include but are not limited to:
  - mergers
  - divisions
  - changes that impinge on other programs
  - major changes to resources, including staff, faculty, and facilities
  - changes to program funding source

The process is shown in Figure AP 3255-3. A proposal for modification can originate from any of the following sources:

- EVP
- Program modification from Curriculum Advisory Committee
- Department recommendation from the program review process





A written recommendation to modify a program will include at a minimum:

Reason(s) for modification, including quantitative and qualitative program review data;

1. A comprehensive cost-benefit analysis that includes impacts on students, faculty, local industry, and other programs. Considerations include resources, space, and facilities;
2. Staffing issues (e.g. number of full-time faculty and classified staff, potential for reassignment);
3. Non-monetary impacts on the District (e.g. community and industry partnerships)

### **Program Evaluation Committee**

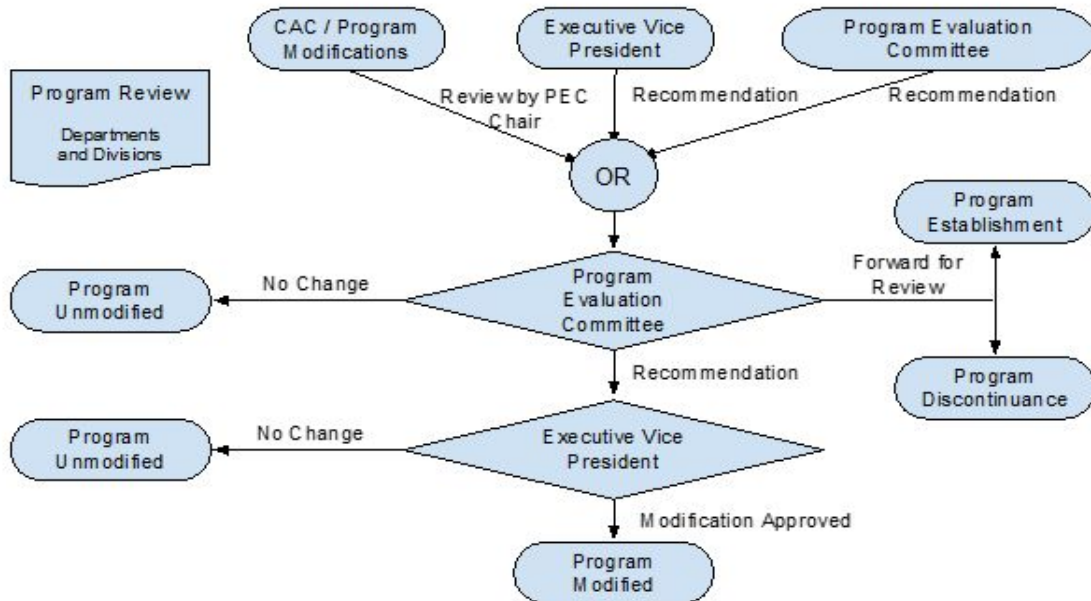
The Program Evaluation Committee will evaluate the proposal and determine if it meets the criteria for program modification. There are three possible outcomes from the PEC evaluation process: Forward for Review, Recommend Modification, or No Change.

- Forward for Review - The proposal is forwarded for review through the program establishment or program discontinuance processes.
- Recommend Modification - The proposal advances as submitted or revised.
- No Change - The program continues in its present form.

### **Executive Vice President (EVP)**

The EVP will evaluate the recommendation from the Program Evaluation Committee. There are two possible outcomes: modification approved or no change.

**Figure AP 3255-3: Program Modification Process**



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