

Division of Administration and Finance Program Review Process

Background and Goals:

In order to show demonstrated progress since the campus Program Prioritization was conducted in FY 2013-14, during the Fall of 2015, a division working group developed an intentional program review process for VCAF units. The goals of this new process include being manageable in terms of workload and useful to department heads/staff in assessing unit progress and making improvements. In addition, there should be consistency across the division, while allowing for some flexibility based on the wide variety of department functions. VCAF units need to incorporate stakeholder feedback and an external reviewer component, and would have the option to incorporate existing assessment efforts, as well as any relevant national standards and/or benchmarking tools. Though the intent is not to prioritize (rank) programs again, some of the previous framework was built upon for the review categories.

Process

Each AVC and/or Executive Director determines at which level units will report program review results. 4 year cycle beginning FY 2016/17.

- Departments are selected at random for their year, if a need for a certain year has not been indicated. VCAF makes the final determination on the cycle of reporting.
- The departments within the program review cycle will evaluate using the established VCAF program review rubric and/or CAS Professional Standards for Higher Education.
- Reports are due by end of December of the assigned year (can use prior year financials). There is a 4 page maximum limit for narrative responses to the categories, plus the Self-Analysis Worksheet, and any relevant appendices.
- Reports should be submitted to the VCAF and/or the AVCs for review first, and then to the Assessment Standing Committee. Department heads may be asked to present their reports/findings as well to Strategy Team or others as requested by the VCAF.
- Institutional Research will serve as a resource on an as needed basis for data requests.

VCAF Assessment Standing Committee

Members serve a 4-year term (one entire cycle). Committee helps to ensure units are making progress by reading all program reviews and providing feedback/suggestions to unit leaders. Committee also coordinates training in assessment for the VCAF Staff as needed, as well as provides feedback to VCAF for other assessment based division initiatives. Further, the standing committee serves as an ongoing resource for departments in assessment and evaluation.

The committee structure includes the _____ as standing Chair, with representation from each of the following Division groups:

- Seven Staff representatives from VCAF Group (to serve a 4-year term/one entire cycle)
- One or Two Faculty representative (to serve one year term, with option to renew)
- One Student Success representative (to serve one year term, with option to renew)
- Two Staff representatives (to serve one year term, with option to renew)
- Two Student representatives (to serve one year term, with an option to renew)