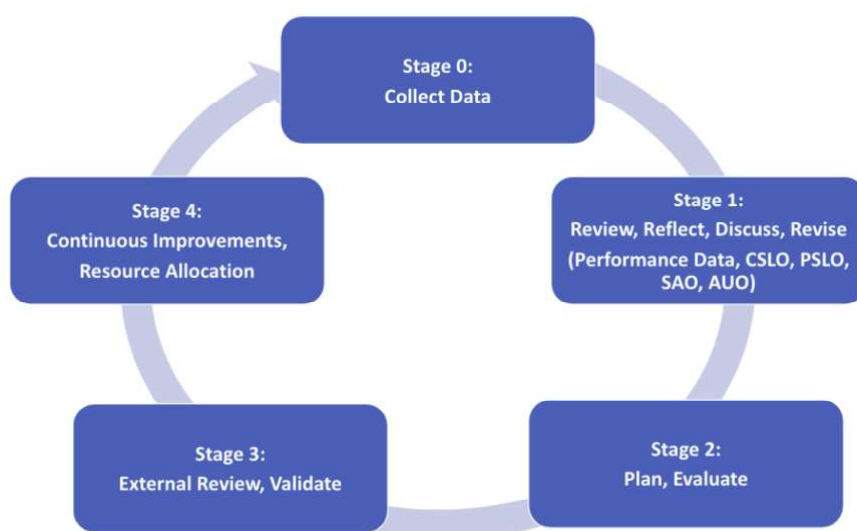# Program Review and Planning Procedure at MiraCosta College

Program Review and Planning Procedure

As a requirement of accreditation, the MiraCosta College's Program Review and Planning process can be summarized in a format of the following:

- *Program/Unit Data Review*
- *Program/Unit Reflection*
- *Program/Unit Planning*
- *Program/Unit Evaluation*
- *Program/Unit External Peer Review*
- *Program/Unit Validation*
- *Continuous Process Improvements*
- *Resource Allocation*

The process documents each program's/unit's reinforcement and advancement of the District's mission, program's/unit's standards, and accreditation standards.

In the spring, program/units authors and program/units administrators are strongly encouraged to work collaboratively during the Program Review and Planning process to reflect and plan to a level that meets the expectations of all program/unit stakeholders. In the succeeding fall, if applicable to the program/unit, program/unit author continues with the process by submitting resource requests which are associated with the action plans that were developed as a result of the previous spring's program/unit review and planning.

MiraCosta has adopted Anthology (Campus Labs), an online system used as a platform to document the Program Review and Planning process. In addition, Anthology is used to enter, track, and monitor the Student Learning Outcomes Assessment.

Program/Unit Data Review

It is the responsibility of all programs/units to ensure there is appropriate data (qualitative and quantitative) to measure program/unit performance. Programs/Units have developed plans to ensure these measurements occur and are suitably completed in this process. Instructional, support, and hybrid programs/units undertake a Comprehensive Program Review in the spring every three years on a rotating basis, with Annual Program Review Updates in the years in between. In addition, as specified in Ed. Code 78016, Career and Technical Education (CTE) programs/units complete an additional two-year report in the odd-numbered years.