

# Essential Things to Consider when writing a Program Review



How to make the Program Review an  
Effective Tool for you and MiraCosta  
College

# Before writing a program review...

We will lay out each component of the  
program review and how they all tie together

# Part No. 1

## **The program review prompts (ie Plan Items)**

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Each program review contains prompts called "Plan Items".  
These prompts offer an opportunity to reflect on your  
programs successes and areas for improvement using data  
from your programs curated from the past few years.



## **Know your Prompts**

Your program review prompts (plan items) will cover a number of topics which are focused on student success and equity. This includes performance, learning outcomes, curriculum and guided pathways, and more.

## **Students should be the focus**

Program plan items give you the opportunity to reflect upon the data for your program effectiveness and how we are best serving students. Much as we reflect on our classes and daily work, this allows us to take a broader view of our program contributions and areas for growth.

## **Write about your successes and areas for growth**

The plan items are about reflection- on what has worked and what can be improved. Focusing time on both will allow us to focus our efforts on growing in ways to better serve students.





# Part No. 2

**The  
program  
goals**



Based on the reflection work done in the program review,  
what are the broad goals for your program moving forward?



## **Keep your goals broad**

Your program goals are meant to be the guiding principles that inform the decisions that your program makes. These could be things such as "Our program goal is to continue to support the equitable opportunities that students have in our courses/programs/etc" You will tie your plan items and action items to these goals- so you want them to be broad to encompass the overall philosophical ideals of your strategic program review. They are much like a set of company values and objectives for your program.

## **Students should be the focus**

Similarly to your plan items in your program review should be focused on the student experience. As we reflect on our programs, these goals allow us to have a tangible value in which to assign our reflections and future actions to move our programs forward.





# Part No. 3

## The Action Items



What actionable items will you strive to do in the future to continue to achieve your program goals? What needs does your department have to be as successful as possible? These action items will be tied directly to your goals as well as your resource requests.





## **Know your actionable items**

An action item is one that is a documentable task or activity that is discrete and can be completed on a reasonable timeline. These often require resources (which is why they are used as the basis for budget requests). In reflecting on your goals and areas of success and future improvement, these are the direct actions you plan on taking in the future of your program growth and development.

## **Do they tie in with your program review reflections of successes and areas for improvement?**

Program plan items give you the opportunity to reflect upon the data for your program effectiveness and how we are best serving students. This should lead to the writing and planning of action items related to these areas.

Remember: discrete tasks that can be accomplished on a reasonable timeline.

## **Are these action items in service of your broader goals?**

Of course, because the goals are the broad values and objectives of your program, you want your action items to be closely linked to achieving these philosophical goals with tasks that can be accomplished.



# Part No. 4

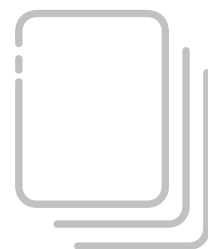
## Resource Requests



What budgetary needs will help you to implement your action plans successfully?

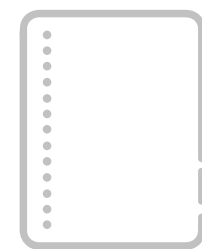
# How do all of the pieces fit together in your program review?

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## **Program Review Prompts ---->**

a reflection of what has been done using reflection upon program data



## **Program Goals**

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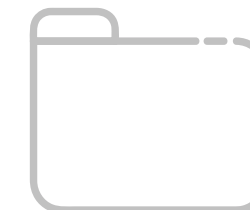
A look at how your data supports the goals you are trying to achieve and how those goals can be improved upon moving forward.



## **Program Action Items**

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what actionable things will you strive to do in the future to continue to achieve your program goals? What needs does your department have to be as successful as possible?



## **Resource Requests**

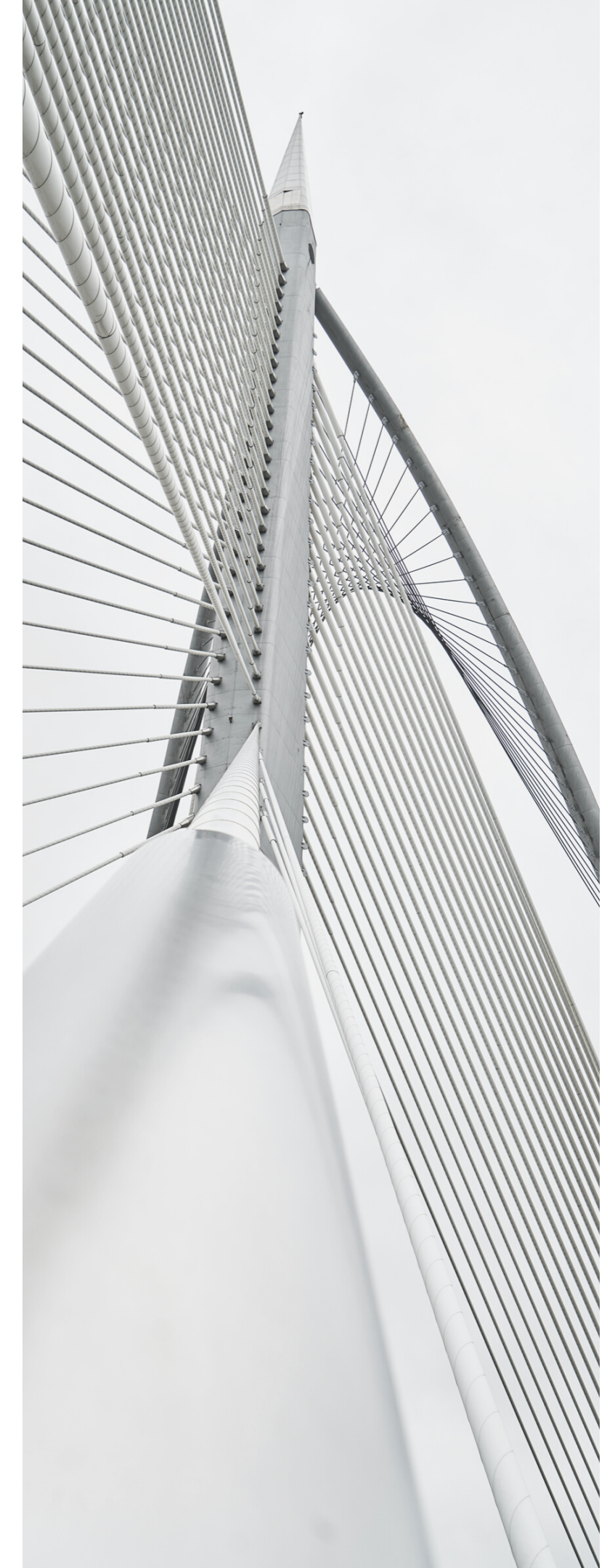
What monetary resources do you need in order to successfully implement the individual action items you have outlined.  
NOTE: Not all action items require a budget request.



# Who benefits from the Program Review Plan Items?

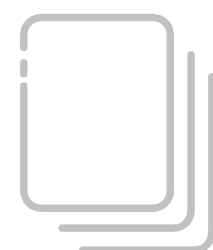
**It is not just your program-  
although it is a huge  
benefit to you if worked on  
meaningfully and  
collaboratively.**

Program reviews are incredibly  
beneficial to the campus community at  
large



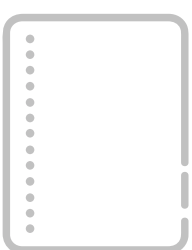
# The Broader Reach of your Program Review: Who benefits and relies on these written reflections?

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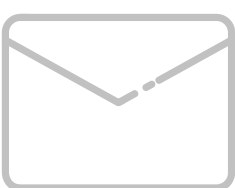
## **Your Program- a strategic mission**

Your program review as a whole lives within campus labs as an accessible record of a strategic plan to grow and improve your program. This can be for your entire program to reflect on as you make program decisions moving forward.



## **Outcomes Assessment Committee**

The OAC relies on the program review to ensure that programs are meeting requirements for student learning outcomes, compliance with accreditation, and meaningful analysis of program data to ensure students are being taught core competencies before transfer



## **Budget Planning Committee**

The BPC relies on program reviews to ensure that funds are distributed fairly and equitably to programs based on stated needs and that those stated needs are supported by analysis and reflection on program data. Therefore, a robust and reflective program review is critical to their work in distributing funds



## **Accreditation and OUR STUDENTS**

Accreditation by the state of CA (to ensure that our institution is meeting program standards. This is important because accreditation committees want to see students are receiving a quality and equitable education and that programs are committed to regularly reflecting and strategizing on this front.





## What would OAC like you to know?

1.

Program plan items give you the opportunity to reflect on how your program aligns with institutional goals and accreditation requirements. OAC uses these program reviews to evaluate the effectiveness of your program strategies.

2.

These program reviews are especially important for OAC when evaluating if programs are meeting core competencies for programs as well. They rely on this information to make effective plans moving forward!



## **What would BPC like you to know?**

**1.**

Program plan items give you the opportunity to establish a strong basis to request funds for upcoming academic years. Robust analysis of data, reflection on data, and goals for the future lay the groundwork to put in a strong proposal for funds.

**2.**

BPC wants to make sure that funds are distributed where they are most needed. To help them evaluate this, strong program reviews are extremely helpful!





**The best  
preparation for  
good work  
tomorrow is to do  
good work today.**

Elbert Hubbard