Spokane Community College
Annual Instructional Program Review Kit
2011-12

READ ME FIRST!

As was the case last year, shifts in project priorities at the State Board resulted in delays in producing several reports and data bases upon which the Reports Cards depend, subsequently delaying the report cards. Considering these delays, and in order to expedite the dissemination of the report cards for our own planning processes, we opted to use the DLOA data for outcomes reporting again this year, instead of the Bigfoot Jobs data that the career office has been diligently collecting over the past couple of years.

We would like to emphasize that the review process described in the enclosed documents is intended to be dynamic and we want your input. After all, this is ultimately your review system. As you use the enclosed materials and engage in the process itself, please take note of what works well and where improvements might be needed. Your feedback is essential to helping the process evolve.

Materials included in the Program Review Kit

- **Annual Instructional Program Review Process**
  This brief PDF document provides an overview of the process in its current form. Please read this document next since it is the blueprint you will follow as you proceed.

- **Program Report Cards**
  These PDF documents provide statistics about your programs. Each program is provided with its own report card that is intended to be distributed to all the appropriate stakeholders (along with the Interpretation Guide—see below). An additional PDF file contains a compilation of all the report cards for the division and is intended for the Dean.

- **Program Report Card Interpretation Guide**
  The Interpretation Guide provides a detailed description of how the data on the report card are compiled, how the statistics were calculated, and describes some of its limitations. If you have any questions about the report card data that aren't addressed in the Interpretation Guide, please contact Roger Reed.

- **Program Review Comments form and Action Plan form**
  These two Word documents are to be used to record the results of the review process. They are both designed as fill-in-the-blanks forms. Hopefully, these will make it easy to summarize results in a consistent manner from program to program, and will provide for easy printing and electronic transmission. (If you encounter any problems with these forms, please contact Roger Reed.)

Please provide feedback to Carol Riesenberg or Roger Reed.

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