Academic Program Review
Self-Study Year-at-a-Glance

Academic Program Review (APR) is the primary construct for academic planning, improvement and resource allocation at the college.

APR is a faculty collaboration with administration that begins with inquiry and analysis and results in a program-level action plan tied to improved outcomes for students, the learning environment, and the institution.

The centerpiece of the self-study is a set of six Inquiry Questions—3 developed by program faculty; an assessment inquiry question plus up to one other question provided by the administrative management team (AMT), and a third question provided by the Academic Program Review Oversight Committee (APROC).

See the APR Handbook for detailed instructions for all phases of APR. lanecc.edu/academicprogramreview

List of Acronyms Below
Key Resources Listed Below
Meetings to Schedule in Your Calendar 2018-19 Below

Early October 2018

☐ **Identify PRC Lead**, PRC faculty committee if applicable

☐ **Complete** Paperwork for Course Reassignment Time for Lead Faculty

☐ **Schedule Meetings and Events**

☐ **Attend** APR Orientation

> Overview of APR and resources, first appointments with APR coach, schedule of Database for Academic Program Review (DAPR) Training; introduction to Assessment coach & Institutional Research (IR) staff, review of handbook, timelines & website (www.lanecc.edu/academicprogramreview)

October-November-Dec 2018

☐ **Kick Off** Program Review in Your Dept/Div and meet with Dean, APR Coach, Assessment Coach, IR Staff, other resources.

> Schedule meetings with IR early - data requests may take significant time to prepare.

> PRC Leads and program faculty begin program review work. Create scope of work considering time available, create outline of work to be completed. **For assistance consult templates online at lanecc.edu/academicprogramreview and contact APROC or Coach.**) PRC Lead carries out

bulk of the writing, collaborating with program faculty & dean on data collection and inquiry development. Faculty & Dean should stay in contact throughout the process to relay important developments; your coach will help with processes involved in inquiry—e.g., data collection and liaising with key resources.

☐ **Attend Database for Academic Program Review (DAPR) Training Session**

The DAPR houses APR documents so you can track your program review progress from Year 1 through all its phases of implementation. Tammie Stark will contact you to schedule your training.

☐ **Send a short-list of External Peer Review Candidates to APROC_Chair@lanecc.edu**

It's important to get on your peer—reviewer's calendar as soon as possible. Send a short-list to the APROC Chair who will formally invite your top choice and move down the list. Ideally, in May 2019 you will complete your self-study and send it to your peer reviewer.

☐ **Inquiry Questions: The Center of APR Inquiry**

☐ **Faculty Produce 3 Questions.** *As soon as possible and by Nov. 15.* Work with faculty colleagues to identify key questions for your program. Distill key issues into 3 questions for inquiry. For examples of previous PRC questions, consult the Appendix.

☐ **AMT Produces 2 questions, including an assessment question.** *As soon as possible and by Dec. 1*. Administrative Management Team Reviews Faculty Inquiry Questions; Drafts & Sends Up to 2 Questions to PRC Lead and APROC. One question requires you to evaluate your program's assessment plans and processes.

☐ **APROC sends 1 question**. *As soon as possible and by Dec. 1.* APROC reviews all self-study questions and sends up to 1 inquiry question.

January 2019

☐ **Organize Your Inquiry**

Templates to support your self-study organization are available on the Academic Program Review Website, from your coaches and from colleagues in your field. Many programs have found an environmental scan and SWOT analysis (*Strengths, Weaknesses, Opportunities, Threats, and Priorities)* to be a key step in providing context for their work. Mission and vision statements are part of this scan, and can help your program articulate program goals for current work (your current intentions, what you do, your *mission*) and program goals for future work (what you ultimately aim to do, your program's *vision*).

☐ **Draft Your Self-Study**

Work with colleagues and data sources (including Standard Data Package, Department Data Sheets, other data from IR and other sources) to answer your inquiry questions. Based on your self-study questions, draft your self-study.

☐ **Continue to Collaborate**

Stay in contact with your Dean, who can provide important information about the shifting environment at the college, regional and state levels. Stay in contact with your coach who has experience shepherding PRCs through the multiple stages of APR and helping you keep your project right-sized. Stay in contact with your program faculty—share findings as you uncover them, using regular department meetings or other mechanisms to keep the program faculty apprised.

☐ **Report Barriers/Challenges**

Report barriers, concerns or issues in person, during gatherings, email APROC-Chair@lanecc.edu or use online form at: https://www.lanecc.edu/academicprogramreview/questions-and-suggestions.

February 21 & 22nd 2019

☐ **Winter APR Check-In of PRCs**

Mark your calendar for one of these two "Winter Check-In" meetings. This event for the current cohort of PRCs is a roundtable where each program undergoing self-study talks about where they are in their self-study, asks questions and gets help in removing barriers to successful completion. Each PRC lead invites all available PRC members and any other department members they wish to be present. APROC coaches will be there as well as IR representatives to trouble-shoot data issues and help you move forward with your project.

☐ **Plan to Revisit Your Self-Study**

In-depth study of your program provides an important opportunity to study the critical issues for your program now and plan for future improvements. But ideally the self-study is a living document that will continue to evolve over the course of the APR five-year cycle. Expect that there will be some changes in your inquiry as you move through the process. Don't worry about this development—just keep working!

March 2019

☐ **Confirm your External Peer Reviewer and Set Site Visit Itinerary.**

☐ Work with Mai Mathers mathersm@lanecc.edu to schedule this day. See the APR Handbook for a sample itinerary for your External Peer Reviewer site visit. If you want the visitor to attend a class and/or meet with students and faculty, timing will be a key consideration. Work with your coach to set expectations for what the Site Visit and External Peer Reviewer's report entails.

☐ Send the itinerary to the site visitor and share with your dean, APROC, and the VP for ASA.

April 25 & 26th 2019

☐ **Spring APR "Round-Up" of PRCs**

Mark your calendars for one of these two "Spring Round-Up" days Academic Program Review. This event provides a final opportunity for PRC leads and deans to gather collectively with IR and APROC before completing self-studies. APROC, IR and deans will offer support and guidance to PRCs with the goal of helping each program complete its self-study phase, including compiling the External Peer Review Recommendation report with the PRC report, by the end of spring term. During the meeting, PRC leads discuss self-study progress, share discoveries, and address obstacles to completing self-study reports. We also introduce the Implementation Planning process (Phase 3 of APR).

May 2019

☐ **Submit your Revised Self-Study to your external peer reviewer, APROC, and ASA.**

We encourage you to complete your self-study by early May in order to share it with your external peer reviewer in time for them to read it before the site visit

Late May/Early June 2019

☐ **Host your External Peer Review Site Visit (Phase 2 of APR)**

Use your itinerary to organize the day's activities.

☐ **Implementation Preview: Meet with Planning Mentor Jen Steele**

Once your self-study is complete and you've sketched out your recommendations for improvement, Jen Steele will meet with you to mentor you as you develop an Action Plan (Phase 3 of APR). This plan will guide your implementation for the next 4 years. Final Implementation Plans are due in ASA and the Budget Office by November 30, *2019.* For more on Implementation, see the Guidance on Implementation in the Handbook.

☐ **Write Executive Summary of APR Report**

Use template to synthesize major findings from PRC and Peer Reviewer; Submit to APROC and VP ASA

☐ **Meet with your coach to plan your Poster Session poster for Fall Inservice**

Coordinate with your APR coach and APROC to get help designing your poster for Fall Inservice.

Tips for the Process

☐ **Create the Space for Program Review**

It's important to spend this time gathering and analyzing data. This is not the time to begin major assessment projects or to clear up old work your program never got around to until now. When you discover work that needs doing, write it as a recommendation so that you can

implement improvements in future. Programs that have spent valuable self-study time trying to accomplish neglected tasks inevitably find it impossible to complete the self-study in a timely fashion and stretch the initial year-long process into multiple years.

Resist the temptation to jump to implementation. You'll be tempted to solve problems/issues you identify in your self-study. Don't begin implementation during the self-study phase: put major findings into recommendations and put initiatives into next year's plan.

Draft the whole document first before revising sections. **This will help you manage the document size and scope of the project.** Don't get each section "perfect" before moving to the next. The earlier you hammer out an entire draft from beginning to end the easier it will be to see the scope of your work and revise accordingly.

Anticipate unmet data needs. **You may need to fold longer research projects and surveys into your implementation phase**. **Please inform APROC of these as they emerge but continue with your self-study in the meantime.** IR continues to improve and expand its support for APR but it may not be able to generate the precise data you need this year. Some survey development/administering may be part of your implementation plan.

Meetings for PRC to Schedule and Track 2018-19

Fall 2018

1. October APR Orientation Meeting (Oct 11/12)
2. Ongoing Meetings with Program Review Committee
   - to do environmental scan and prep for Inquiry Question
   - to agree on inquiry questions
   - to begin research on all inquiry question from program, AMT, APROC
3. Data Inquiry Meeting(s) with IR
4. Meetings with Coach
   - Talk strategies for beginning
   - Meet with IR
   - Follow-up meeting when data arrives
   - Check-ins as needed
   - Feedback on draft

Winter 2019

5. Winter 2018 Roundup Feb 21st 22nd 2019

Spring 2019

6. Spring Check-in April 25th 26th 2019
7. Spring 2019 External Peer Evaluator Site Visit (coordinate with Mai Mathers mathersm@lanecc.edu
8. Spring 2019 Planning Mentor Meeting (coordinate with Mai Mathers mathersm@lanecc.edu

Fall 2019

9. Fall 2019 Poster Session/Lightning Round APR Presentation

10. Fall 2019 Implementation Steering Team (Meeting Oct-Nov. Deadline to submit plan Nov. 30, 2019. Coordinate IST meeting with Mai Mathers mathersm@lanecc.edu

Acronyms for more detail visit our website lanecc.edu/academic program review

- **PRC**: Program Review Committee
- **APR**: Academic Program Review
- **APROC**: Academic Program Review Oversight Committee
- **AMT**: Administrative Management Team (VP Designee who represents the administration in the APR collaboration with faculty)
- **DAPR**: Database for Academic Program Review
- **IST**: Implementation Steering Team
- **IR**: Institutional Research

Support Resources for Common Areas of Inquiry and Themes

For General Questions about any aspect of APR: Anne McGrail mcgraila@lanecc.edu

Administrative Coordinator for Academic Program Review: Mai Mathers mathersm@lanecc.edu

Your APR Coach: Kate Sullivan sullivank@lanecc.edu or Anne McGrail mcgraila@lanecc.edu

Assessment Coach and Curriculum Questions: Tammy Salman salmant@lanecc.edu

For Institutional Research (IR): Cathy W. Thomas thomascw@lanecc.edu

Resource for Database for Academic Program Review (DAPR) and ASA Special Projects: Tammie Stark starkt@lanecc.edu

Resource for Academic Technology/Online Learning Environments: Kevin Steeves steevesk@lanecc.edu

Resource for Open Educational Resources (OER:) Meggie Wright wrightm@lanecc.edu

For questions regarding Marketing: Andy McNamara mcnamaraa@lanecc.edu

For questions regarding High School Connections: Deron Fort fortd@lanecc.edu

For questions regarding Articulation and Transfer: Jennifer Frei freij@lanecc.edu

For questions regarding Advising: Lida Herburger herburgerl@lanecc.edu

For questions regarding Planning and Strategy: Jen Steele steeleJL@lanecc.edu