



# **Academic and Non-Academic Program Review Overview**

Office of Institutional Research and Assessment (OIRA)  
Hostos Community College, CUNY

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- Academic Program Review (APR):
  - A study of program/unit effectiveness that goes beyond the assessment of student learning to examine:
    - administrative effectiveness,
    - relevance of course offerings to industry standards,
    - instructional and student support services, and
    - adequacy of faculty and staff.
- Non-Academic Program Review (non-APR):
  - A study of individual offices, programs, or initiatives that are not specifically academic in nature to assess:
    - operational effectiveness and efficiency, and
    - impact on student success.

## **What is Program Review?**

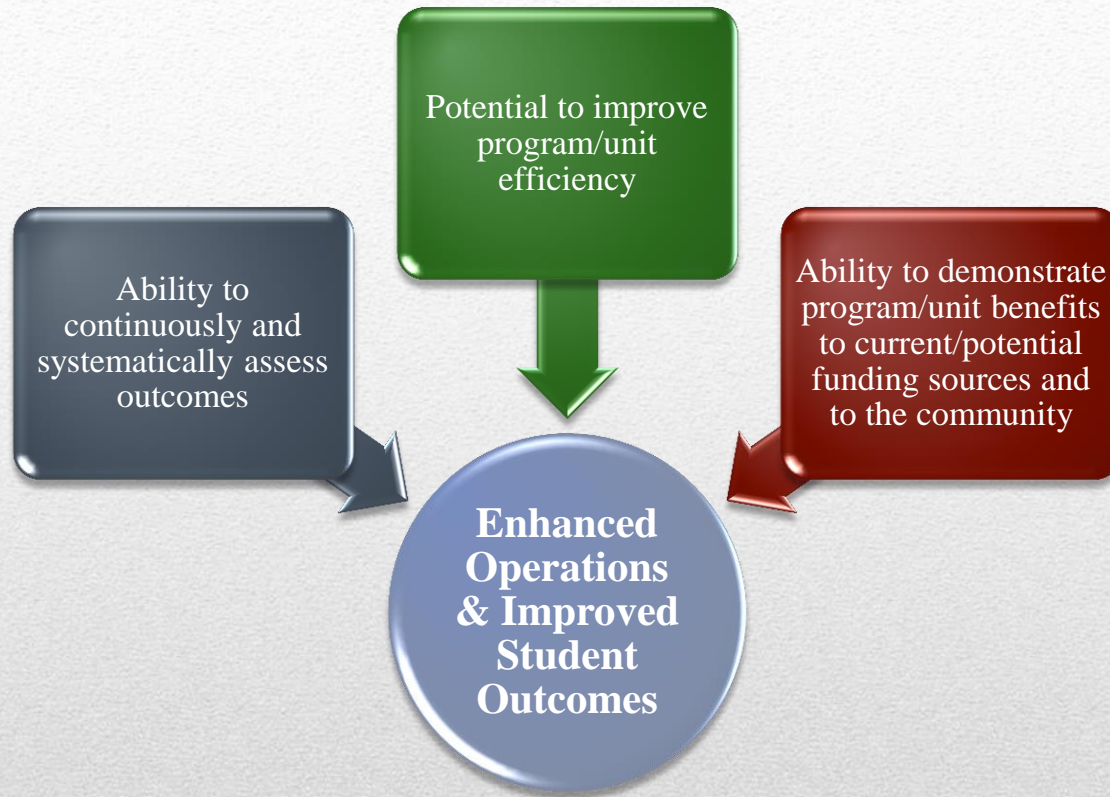
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- Program reviews examine a program/unit's operations from a 360° perspective to derive findings for programs/units and college administration.
- Findings from program reviews are useful for:
  - planning and decision-making, and
  - identifying possible areas for program/unit expansion or opportunities to move into new programmatic areas.



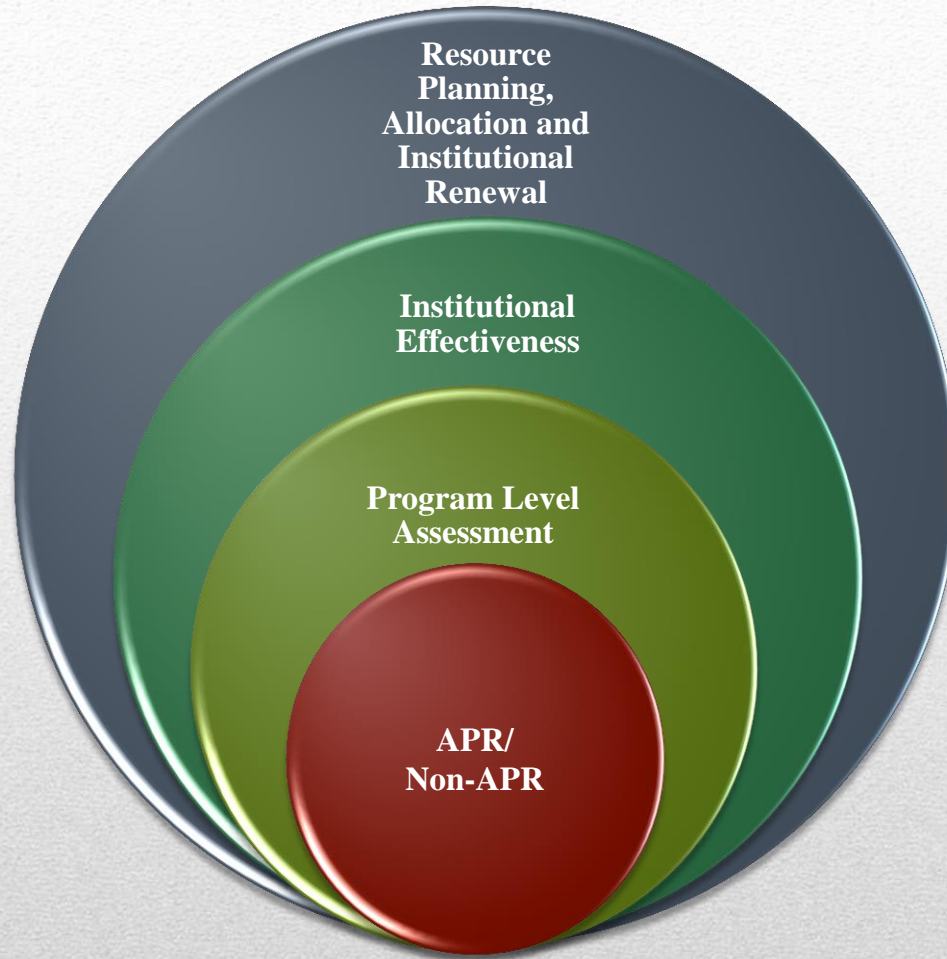
## Purpose of Program Review



## **Some Benefits of Program Review**

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# Program Review in Context

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- Phases of the program review cycle:
  - **Prior to the First Year:** Preparation
  - **First Year:** Conduct self-study
  - **Second Year:** External review by the beginning of the next academic year
  - **Third Year:** Implementation of recommendations
- The program review cycle begins again two years after the previous review cycle ended.

## **Overview of Program Review Cycle**

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- Expected to be completed in the course of a single academic year.
  - Duration will depend on the program's scope and function.
- Self-study report milestones:
  - **December:** Initial report draft sent for feedback
  - **February:** Revised second report draft sent for feedback
  - **May:** Submit final report to division V.P.
- Reports should be sent to:
  - *For APR:* OAA
  - *For non-APR:* OIRA
- Feedback provided on report drafts.

## Self-Study Timeline

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## **APR**

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- Executive Summary
- Description of Academic Program/unit
- Outcomes Assessment Activities and Program Evaluation
- Students in the Academic Program/unit
- Faculty
- Facilities and Resources
- SWOT Analysis
- Future Directions for the Academic Program/unit
- Recommendations

## **Non-APR**

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- Executive Summary
- Office Overview
- Office, Mission, Goals, and Objectives
- Outcomes Assessment
- Changes/Improvements Since Last Review (if applicable)
- External Partnerships and Collaborations
- Customer Analysis
- Personnel, Facilities, and Resources
- SWOT Analysis
- Future Directions and Recommendations

# **Self-Study Components**

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- An external reviewer(s) provides a review from a different perspective.
  - Reviewer(s) are external to the college, program or department.
  - *For APR:*
    - External reviewer conducts a review of the self-study and related documents and materials, visits the campus, and prepares a report.
    - Report produced by the reviewer(s) may include recommendations for the program/unit.
  - *For non-APR:*
    - External reviewer is invited to review the self-study and related documents and materials.
    - Conducts a site visit and prepares a report that may include recommendations.

## External Review

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- Program/unit recommendations are identified from the self-study and from the external review.
- Implementation of APR recommendations are made by the program/unit in consultation with the Provost and OAA.
- Implementation of non-APR recommendations are made by the office or program in consultation with the division V.P.
- Implementation of recommendations can depend on:
  - **Time:** short-term versus long-term
  - **Oversight:**
    - can be implemented by the program/unit independently
    - requires collaboration between offices, programs, or divisions
    - requires the intervention and/or assistance of a higher authority (e.g., Provost, President)
  - **Budgetary Requirements:**
    - funding sources may be needed to implement the recommendation

## Implementation of Recommendations

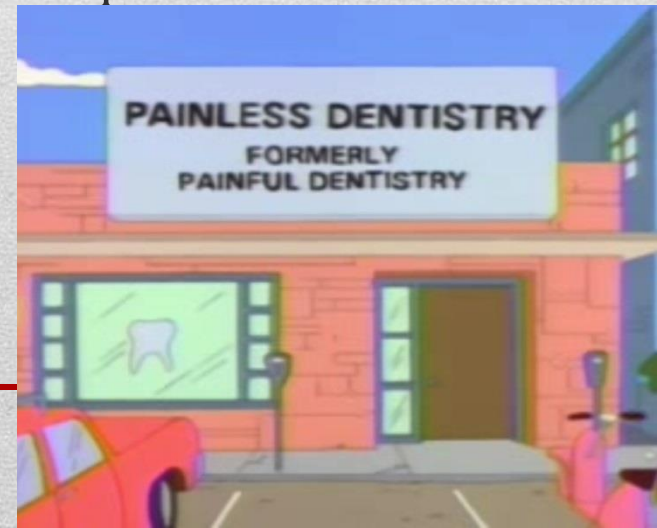
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- OIRA is available to help:
  - Consultation (regular meetings or as needed)
    - Clarify the self-study components
    - Review your process and help you stay on track
  - Technical support
    - Create a graph in Excel, determine what percentages you need to calculate and how to do so, explain the meaning of a regression line, etc.
  - Data analysis
    - Help with **select** analyses that may require unique data sets or complex methodologies.

## OIRA's Role

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- Enrollment and retention
- CUNY Basic Skills Test Results
- Graduation Data
- Courses, Grades, and Performance Indicators
- Student, Faculty, and Staff Demographics
- Surveys
  - OIRA Student Experience Survey
  - Noel-Levitz Student Satisfaction Survey
  - Community College Survey of Student Engagement (CCSSE) (from 2010)
- Budget Information (from Division of Admin. & Finance)
- Integrated Postsecondary Education Data System (IPEDS)

## **Some Available Data Resources**

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