

Program Review Key Information and Check-Off List



A Few Acronyms and Key Concepts to Know...

- PR = Program Review
- IEPRC = Institutional Effectiveness and Program Review Committee
- SloNoCurricuPro = Monthly workshops to support program review development
- PGC = Planning and Governance Council- WHCL's primary shared governance committee
- The program review cycle for most instructional and institutional support programs is completion of a full program every four years with a midterm due every two years. CTE program are required to do a full program review every two years with no midterm.

The Program Review Check-Off List

- Received an E-mail from IEPRC Committee Chair with notification that it is time to complete program review. Access is granted to IEPRC Portal Site along with support documents. The IEPRC site includes previous program reviews and current data for the program.
- Received an E-mail from PR Coach with the following information:
 - a. Blank Form (either full program review form or midterm form)
 - b. Blank PowerPoint
 - c. Blank Budget Form
 - d. Requesting a time to meet to go over game plan for completion
- 1st Meeting with PR Coach
- Complete 1st draft of PR Form
- Submit PR Form to PR Coach for review
- 2nd Meeting with PR Coach to go over suggested revisions to PR Form
- Complete PR Form and PR PowerPoint and send to PR Coach and IEPRC Chair
- Attend PGC Meeting to present PR to committee for 1st read and to answer any questions or hear any comments regarding the PR
- 2nd reading and approval at PGC (no need to attend unless requested)
- Complete and Submit budget form to learning area ABC Chair
- Thank PR Coach for the assistance through the process
- Done!