

INSTRUCTIONAL PROGRAM EVALUATION PROCEDURE

Goal of Instructional Program Evaluation

The primary goal of the instructional program evaluation process is to improve programs at Clatsop Community College. Evaluation is the systematic process of collecting, analyzing, and interpreting information from one or more sources. Clatsop Community College's program evaluation process includes degree and certificate programs, community education, workforce training, and adult education/family literacy. The program evaluation process integrates evaluation activities with existing college initiatives and operational procedures.

Program Evaluation Team

Each degree/program area will assemble a Program Evaluation Team consisting of individuals both internal and external to the college with interest and expertise in the degree/program area. A review team may include but is not limited to: (a) Faculty, (b) Administration/ Supervisors, (c) Advisory Committee Members, (d) Classified Staff, and (e) Students. The team membership will be recommended to the Vice President of Instruction for approval.

Evaluation Schedule

Each of the College degree/programs will be reviewed every three years, one-third each year. The timeline for completing the evaluation and submitting a final recommendation:

- a) October 15th – Distribute self-assessment form to be completed by Program Evaluation Team.
- b) December 15th – Complete self-assessment form. Submit to program supervisor.
- c) December 15th - March 1st – Compilation and data analysis.
- d) March 1st – Summary of the compilation and data analysis returned to and reviewed by degree/program faculty. Program faculty complete recommendation, submit to supervisor.
- e) May 1st – Program supervisor submits final recommendation to Vice President of Instruction.

Following the submission of the final evaluation report and the recommendation to the Vice President of Instruction, a report will be prepared and presented to the Board of Directors to summarize programs evaluated during the academic year.

Process for Self-Assessment of Program Effectiveness

The evaluation process consists of four areas: (1) self-assessment, (2) institutional effectiveness data, (3) program evaluation recommendation, and (4) plan for improvement. The self-assessment is to help the degree/program to continuously improve by identifying those areas needing improvement. The categories for the self-assessment include: Curriculum; Student Involvement; Instructional Support; Budget/Resources; Community Linkages. After rating each criterion, the Program Evaluation Team member will list strengths and recommendations specific to the area reviewed.

Institutional data will be collected for each program/degree being evaluated. Data collected will be compiled, analyzed, and discussed with the Program Evaluation Team.

The Program Evaluation Team will use the data, along with the overall rating for each of the five self-assessment categories to determine the recommendation for the degree/program area. The Program Evaluation Team will recommend one of the following for the degree/program being evaluated: (1) evaluation indicates no major concerns, (2) evaluation indicates minor concerns, (3) evaluation indicates major concerns, and (4) evaluation indicates degree/program no longer valid. If an evaluation indicates minor or major concerns, a continuous improvement plan will be prepared by the Program Evaluation Team and submitted to the program supervisor for review and approval. The continuous improvement plan describes the: (a) activities, (b) outcomes, (c) resources, (d) timeline, and (d) individual(s) responsibility to address the concerns. When degree/program is no longer valid, the degree/program is recommended for suspension/discontinuance.

END OF PROCEDURE

Reference: Instructional Program Evaluation. A Process for Self-Assessment of Program Effectiveness. Clatsop Community College. March 2006.