Instructions for Using the Program Review Update Template

The Program Review Update document contains two sections to fill out: the data section and the summary section. The data section is divided into four parts: department data (page 1), program/subject data (page 2), course data (page 3), and SLO/assessment data (page 4).

Here are some instructions for completing the form:

1. **Yellow sections** are replaceable text. If you click a yellow section and begin typing, the yellow instructions will disappear and will be replaced by whatever you type.

2. **Gray sections** are instructions and should be deleted before submitting a final copy of the document to the dean or VP.

3. **Department Data (page 1):** Table 1 will be completed by department chairs and program directors after all the other data has been gathered. This page is optional. Your department may decide that it is not useful or meaningful to combine data from all programs within your department. CalPASS does not collect data based on our department structure, so this data will need to be calculated manually or from home-grown queries created in the COS data system. These queries have not yet been created.

4. **Program/Subject Data (page 2):** Table 2 will also be completed by department chairs and program directors, or their designee. These data will come from CalPASS. The analysis section will contain notes provided by Kristy Anderson to explain the data if needed. The discussion section will be completed by COS faculty.

5. **Course Data (page 3):** A copy of Table 3 should be created for every course taught within an academic year. These data will come from CalPASS. The analysis section will contain notes provided by Kristy Anderson to explain the data if needed. The discussion section will be completed by the COS faculty who taught the course.

6. **Assessment Data (page 4):** A copy of Table 4 should be created for each SLO that was assessed and for which assessment results are available. End-of-course grades (transcripts) do not count as assessment results. Single assignment grades do count as assessment results if the assignment was used as a direct assessment of an SLO.

   Line 1. Identify the course.
   Line 2. Copy-and-paste SLOs from the official course outline into the cell that asks for the SLO.
   Line 3. Click “Choose an item” to open a drop menu of General Education (GE) SLOs. If the course SLO is mapped to GE SLOs, select the relevant GE SLOs now.
   Line 4. Click “Choose an item” to open a drop menu. Select the assessment method used. If the method does not appear in the list, type it in as “other.”
   Line 5. List the semesters in which this SLO was assessed.
   Line 6. Fill in the boxes with the appropriate numbers. For # of students enrolled, use the first census number.
   Line 7. Discuss the results. What do the numbers reveal? Are they good enough? What do the numbers indicate regarding course improvement, program improvement, institutional improvement, curriculum, staffing, student services, equipment, facilities, etc.

7. **Department Summary:** This section should be completed by the whole department after the faculty in the department have had a chance to review the data.