Academic and Non-Academic Program Review
Overview

Office of Institutional Research and Assessment (OIRA)
Hostos Community College, CUNY
• **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.
• 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.
Some Benefits of Program Review

- Enhanced Operations & Improved Student Outcomes
  - Ability to continuously and systematically assess outcomes
  - Potential to improve program/unit efficiency
  - Ability to demonstrate program/unit benefits to current/potential funding sources and to the community
Program Review in Context
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.
• 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.
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**Self-Study Components**
• 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**
• 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**
• 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.
• 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)