

# 2021-2024 College Wide Program Review & Outcome Assessment Plan

**Introduction:** Miramar College has adopted a three-year cycle for both its Program Review process and the assessment of Student Learning Outcomes (SLOs) and Service Unit Outcomes (SUOs) at the course, program and service unit level. Every three years the Program Review and Outcomes Assessment plan is revised. The focus of the 2021-2024 plan is on supporting faculty and staff in the quality assessment process. In an effort to focus on quality assessment and increase opportunities to support personnel, a campus wide Program Review and Outcomes Assessment Subcommittee was formed under Planning, Institutional Effectiveness and Research (PIER) committee and a newly reconceived Program Review and Outcomes Assessment Facilitator position was added as well.

As an ACCJC accredited institution, San Diego Miramar College is committed to quality in its efforts to collect and analyze assessment data. The college assesses at the institutional level (ISLO) and SLOs & SUOs at the program, course, support and service unit levels. The results of the assessments are used to inform instruction and the services rendered to aid in quality improvement and to provide validation to constituencies on the achievement of the College's mission and Institutional Learning Outcomes (ISLOs). The Dean of Planning, Research and Institutional Effectiveness, the Program Review and Outcomes Assessment Facilitator and the Program Review and Outcomes Assessment Subcommittee function together to achieve these goals.

**College Mission Statement:** San Diego Miramar College's mission is to prepare students to succeed by providing quality instruction and services in an environment that supports and promotes success, diversity, inclusion, and equity with innovative programs and partnerships to facilitate student completion for degrees/certificates, transfer, workforce training, and/or career advancement.

## **SDMC Strategic Goals and Directions Fall 2020-Spring 2027**

- 1) **Pathways** – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
- 2) **Engagement**-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success
- 3) **Organizational Health** -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
- 4) **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
- 5) **Diversity, Equity, and Inclusion (DEI)** - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

## 2021-2024 College Wide Program Review & Outcome Assessment Plan

Goal	Activities to achieve Goal	Strategic Plan Alignment	Accreditation Standards Alignment
<p><b>#1: Improve systematic assessment of Student Learning Outcomes (SLOs)/Support &amp; Service Unit Outcomes (SOUs), and review with a focus on <u>quality</u> outcomes to ensure alignment with College’s mission, strategic goals &amp; plans.</b></p>	<ul style="list-style-type: none"> <li>• Develop college wide processes to support divisions (Administration, Instruction, Instructional Support &amp; Student Services) with the development of <b>quality</b> outcomes and assessment (SLOs &amp; SUOs) by using best practices (NILOA).                             <ul style="list-style-type: none"> <li>○ Establish annual themed “Outcomes” retreat day(s) each Fall semester to include workshops on developing <b>quality</b> outcomes &amp; assessments specific to each division (Instruction, Instructional Support &amp; Student Services) with the inclusion of Diversity, Equity, and Inclusion (DEI) &amp; Guided Pathways efforts.</li> <li>○ Implement regular workshops/training focused on the development of <b>quality</b> outcomes, use of Program Review Equity Data Dashboard (PREDD) for outcome development, and the inclusion of <b>DEI</b> in outcomes.</li> <li>○ Develop “Outcome &amp; Outcome Assessment” instructional guides for Instruction, Instructional Support and Student Services.</li> </ul> </li> <li>• Program Review &amp; Outcomes Assessment Facilitator to work with Curriculum Committee on the curriculum review process to include monitoring of course outcome statements.</li> </ul>	<p>2, 3, 4, 5</p>	<p>1.B.2 II.A.1 II.A.3 II.A.9 II.A.11 II.A.12 II.A.13 II.B.E II.C.2</p>
<p><b>#2: Improve Program Review &amp; assessment of Instruction, Instructional Support and Student Services Programs with a focus on <u>quality</u> Program Review, and to ensure alignment with College’s mission and Strategic Goals &amp; Plans.</b></p>	<ul style="list-style-type: none"> <li>• Develop mechanisms and infrastructure to support College divisions (Administration, Instruction, Instructional Support &amp; Student Services) with development of <b>quality</b> Program Review.                             <ul style="list-style-type: none"> <li>○ Establish cycle &amp; annual themed Program Review focused retreat day(s) in Spring semesters to include workshops on developing <b>quality</b> Program Reviews, specific to each division (Instruction, Instructional Support &amp; Student Services) with the inclusion of DEI &amp; Guided Pathways efforts.</li> <li>○ Develop “Program Review” instructional guide for Instructional Support and Student Services Divisions based on best practices from NILOA.</li> <li>○ Update Instruction Division’s “Program Review” instructional guide to include improved focus on <b>quality</b> Program Review</li> </ul> </li> </ul>	<p>2, 3, 4, 5</p>	<p>1.B.2 II.A.1 II.A.3 II.A.9 II.A.11 II.A.12 II.A.13 II.B.E II.C.2</p>

## 2021-2024 College Wide Program Review & Outcome Assessment Plan

	<ul style="list-style-type: none"> <li>○ Update Instruction Division’s “Program Review” instructional handbook to include DEI and Guided resources.</li> <li>○ Implement training focused on the development of <b>quality</b> Program Review, to include use of research data tools and DEI.</li> <li>○ Update “Program Review” instructional handbooks to include a <u>requirement</u> for all Programs to include at least one Program Goal that maps to Strategic Goal #5</li> <li>○ Update “Program Review” instructional handbook <u>Program Analysis</u> template to include a section for planned collaboration efforts to address DI and student success.</li> <li>○ Update “Program Review” instructional handbook to include instructions for the inclusion of campus plans: Equity, GP, SWP, Vision for Success) and funding in the Program Analysis.</li> <li>○ Implement training focused on adding connections to Strategic Planning and the inclusion of campus plans: Equity, GP, SWP, Vision for Success) and funding in the Program Review analysis.</li> </ul>		
<p><b>#3: Provide increased support to faculty and classified professionals through the Program Review &amp; Outcomes Assessment cycles.</b></p>	<ul style="list-style-type: none"> <li>● Implement regular workshops &amp; training focused on the development of <b>quality</b> Program Review, Program Goals and Course &amp; Service Unit Outcomes. (SLOs, SUOs) (Administration, Instruction, Instructional Support &amp; Student Services).</li> <li>● Program Review &amp; Outcomes facilitator to Implement open office hours for Program Review &amp; Outcomes Assessment support to faculty, administrators, &amp; classified professionals.</li> <li>● Support hourly or part time classified professionals to support the Program Review &amp; Outcomes Assessment Facilitator, faculty and classified professionals.</li> <li>● Support the Research Office and the use of research data for Program Review analysis and the development of <b>quality</b> Outcomes.</li> <li>● Develop &amp; distribute 2021-2024 Program Review &amp; Outcomes Assessment six semester calendar and planning template for faculty and classified professionals’ implementation &amp; reporting.</li> <li>● Establish processes, measures &amp; timelines for faculty &amp; classified professionals to create annual Program Reviews.</li> <li>● Establish processes &amp; measures for faculty to update SLOs to be in alignment with CurricUNET, Watermark and course syllabi.</li> </ul>	<p>2, 3, 4, 5</p>	<p>I.B.2 II.A.3</p>

## 2021-2024 College Wide Program Review & Outcome Assessment Plan

	<ul style="list-style-type: none"> <li>• Develop and distribute across divisions a Department Program Review &amp; Outcomes Coordinators/Lead directory.</li> <li>• Develop “peer groups” across divisions/departments to support faculty through the Program Review &amp; Outcome Assessment cycle.</li> <li>• Develop Program Review &amp; Outcomes Assessment Canvas shell to archive support materials, handbooks, documents, calendars, training materials, training videos, and best practices resources.</li> <li>• Collaborate with the Professional Development Coordinator on professional development trainings.</li> <li>• Collaborate with the Professional Development Coordinator on including Program Review &amp; Outcomes Assessment training videos in College’s professional development YouTube channel.</li> <li>• Collaborate with Professional Development Coordinator on the inclusion of Program Review &amp; Outcomes Assessment modules in the FLOC mentoring program.</li> <li>• Collaborate with Professional Development Coordinator and Research personnel on the inclusion of Program Review &amp; Outcomes Assessment modules in the DECC program.</li> <li>• Collaborate with AFT to include Program Review &amp; Outcomes Assessment modules in Union supported mentoring program.</li> <li>• Update Program Review &amp; Outcomes Assessment website to include current Program Review &amp; Outcome Assessment, plans, calendars, manuals, documents, and best practices resources.</li> <li>• Update various College websites related to Program Review and Outcomes assessment to include current data &amp; reports.</li> <li>• Redesign/add Outcome &amp; Program Review (Watermark) templates to meet the needs of the Instructional Support, Student Services and Administrative Services Divisions</li> </ul>		
<p><b>#4: Improve meaningful disaggregation and assessment of Student Learning Outcomes (SLOs) &amp; Service Unit Outcomes (SOU) to increase student</b></p>	<ul style="list-style-type: none"> <li>• Investigate other institutions processes for collecting and disaggregating outcome data.</li> <li>• Collaborate with the Research office to develop &amp; institute multiple methods for collecting and disaggregating Program Review &amp; Outcome Assessment data to identify equity gaps.</li> </ul>	<p>3, 4</p>	<p>I.B.5 I.B.6 II.C.2</p>

## 2021-2024 College Wide Program Review & Outcome Assessment Plan

<p><b>success and close equity gaps for DEI populations.</b></p>	<ul style="list-style-type: none"> <li>• Update Program Review &amp; Outcomes Assessment College website to include current Program Review &amp; Outcome Assessment disaggregated data analysis reports.</li> <li>• Collaborate with &amp; support the Leading Equity, Anti-racism and Diversity (LEAD) office in effort to close equity gaps and to support historically marginalized student populations-</li> </ul>		
<p><b>#5: Improve integration of Program Review &amp; Outcome Assessment results and action plans into college wide planning for program improvement &amp; Student Ready Campus initiative.</b></p>	<ul style="list-style-type: none"> <li>• Support &amp; chair the campus wide Program Review &amp; Outcomes Assessment Subcommittee. (Includes Administration, Instruction, Instructional Support, Student Services areas).</li> <li>• Program Review &amp; Outcomes Assessment Facilitator to work with PRIELT Dean to integrate Program Review and Outcomes Assessment timeline &amp; plans into the College’s main plans.</li> <li>• Integrate 2020-2027 Strategic Goals &amp; Plans, the College Equity Plan, SWP, Vision for Success and Guided Pathways mapping into Program Review &amp; Course Outcomes.</li> <li>• Participate in College wide Planning events.</li> <li>• Collaborate with PRIELT to develop ISLO Assessment process</li> <li>• Collaborate with PRIELT to modify ISLO assessment tools to include direct assessment of learning.</li> </ul>	<p>3, 4</p>	<p>I.B.4</p>
<p><b>#6: Improve connection between <u>quality</u> Program Review with Program improvement and alignment with Resource requests.</b></p>	<ul style="list-style-type: none"> <li>• Increase connection between <b>quality</b> Program Review &amp; analysis to Program improvement. (w/o resource allocation requests).</li> <li>• Increase the connection between <b>quality</b> Program Review &amp; Outcome Assessment with resource allocation (additional positions, technology, online instructional tools &amp; software and classroom materials.)</li> <li>• Collaborate with the Budget and Resources Development subcommittee (BRDS) to create connections between <b>quality</b> Program Review and resource allocation request process.</li> <li>• Reinforce the use of Program Review &amp; Outcome Assessment findings/data for Program resource requests.</li> </ul>	<p>3, 4</p>	<p>I.B.4</p>
<p><b>#7: Improve communication of Program Review and SLO/SOU assessment results to</b></p>	<ul style="list-style-type: none"> <li>• Program Review &amp; Outcomes Assessment Facilitator attendance at Deans’ Council and Chairs meetings</li> </ul>	<p>2, 3, 4, 5</p>	<p>I.B.1 I.B.8 I.C.1 I.C.3</p>

## 2021-2024 College Wide Program Review & Outcome Assessment Plan

<p><b>internal and external constituencies.</b></p>	<ul style="list-style-type: none"> <li>• Program Review &amp; Outcomes Assessment Facilitator monthly reports to Dean of PRIELT</li> <li>• Program Review &amp; Outcomes Assessment Facilitator attendance and monthly reports to constituencies Senate meetings.</li> <li>• Collaboration with Accreditation Liaison Office (ALO) on midterm &amp; full accreditation process and reporting.</li> <li>• Establish regular (TBD) Program Review &amp; Outcomes Assessment reports for the College.</li> <li>• Recognize faculty and classified professionals at Deans Council/Chairs with awards for improvement and/or completion of Program Review &amp; Outcomes Assessment each semester.</li> <li>• Recognize faculty and classified professionals at Deans Council/Chairs with awards for improvement and focus on quality Program Review goals &amp; outcomes</li> <li>• Collaborate with the District, Curriculum Committee to ensure SLOS are update to date in CurricUNET and Taskstream.</li> <li>• Increase the collaboration/relationship between Divisions (Instruction, Instructional Support and Student Services) in creating <b>quality</b> Program Review &amp; Outcomes Assessment.             <ul style="list-style-type: none"> <li>○ Develop and distribute across divisions a Department Program Review &amp; Outcomes Coordinators/Lead directory.</li> <li>○ Develop “peer groups” across divisions/departments to support faculty through the Program Review &amp; Outcome Assessment cycle.</li> </ul> </li> <li>• Develop Program Review &amp; Outcomes Assessment Canvas shell to archive support materials, handbooks, documents, calendars and resources.</li> <li>• Update Program Review &amp; Outcomes Assessment website to include current Program Review &amp; Outcome Assessment plans, calendars, manuals, documents and best practices resources.</li> </ul>		<p>II.A.3</p>
<p><b>#8: Improve organizational, College wide support and resources for Program Review and (SLO &amp; SUO) Outcome’s Assessment.</b></p>	<ul style="list-style-type: none"> <li>• Participate in College &amp; district search for outcome, program review &amp; planning management systems, (e.g., Taskstream, eLumen etc.)</li> <li>• Support hourly or part time classified professionals for assistance with Watermark (or other data management systems) for program, course and user management.</li> <li>• Support hourly or part time classified professionals support for Program Review &amp; Outcomes Assessment Facilitator, faculty and classified professionals.</li> </ul>	<p>2, 3, 4, 5</p>	<p>III.D.1 IV.A.3</p>

## 2021-2024 College Wide Program Review & Outcome Assessment Plan

	<ul style="list-style-type: none"> <li>• Support various compensation methods (pay scale advance, flex credit, ESU, release day) for faculty and classified professionals to participate in advance training on the development of <b>quality</b> Program Review.</li> <li>• Support various compensation methods (pay scale advance, flex credit, ESU, release day) for faculty and classified professionals to participate in team meetings, Program Review &amp; Outcomes Assessment training days focused on the development of <b>quality</b> Program Review, Outcomes Assessment.</li> <li>• Collaborate with PRIELT, LEAD and Guided Pathways to provide support for faculty &amp; classified professionals during Program Review &amp; Outcomes Assessment “retreat” days.</li> <li>• Attend Deans’ Council, Chairs meetings &amp; constituencies senate meetings.</li> <li>• Assist with the development of collegewide processes and practices on Program Review and Outcomes Assessment.</li> </ul>		
--	--	--	--

### RESOURCES

#### \*\*ACCJC ACCREDITATION STANDARDS (ADOPTED JUNE 2014)

1. Mission, Academic Quality and Instructional Effectiveness, and Integrity
  - a. Mission
  - b. Assuring Academic Quality and Institutional Effectiveness
  - c. Institutional Integrity
2. Student Learning Programs and Support Services
  - a. Instructional Programs
  - b. Library and Learning Support Services
  - c. Student Support Services
3. Resources
  - a. Human Resources
  - b. Physical Resources
  - c. Technology Resources
  - d. Financial Resources
4. Leadership and Governance
  - a. Decision Making Roles and Processes
  - b. Chief Executive Officer
  - c. Governing Board
  - d. Multi-College Districts or Systems