

MERRITT COLLEGE
ACCREDITATION
FOLLOW-UP
REPORT

RECOMMENDATION 2: PROGRAM REVIEW

The team recommends that the college further refine its program review, planning, and resource allocation processes so that they are more clearly based on an analysis of quality, effectiveness, and student learning. Furthermore, the college must develop a systematic means to evaluate those processes and assess whether its plans actually lead to improvements in programs and services (*I.B.3, I.B.6, I.B.7*).

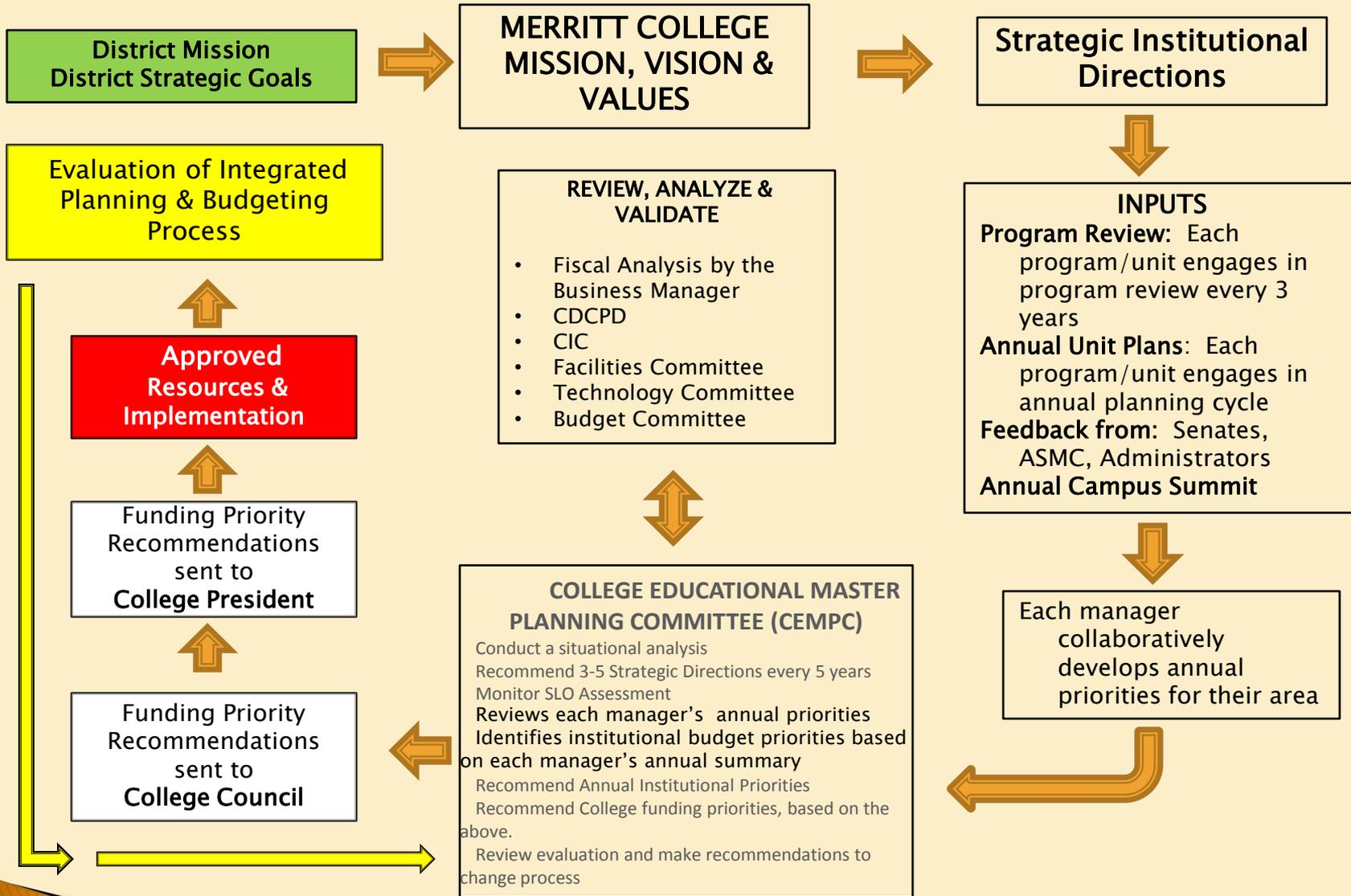
Standard I.B.3

The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness *in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation*. Evaluation is based on analyses of both quantitative and qualitative data.

Standard I.B.6

The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically *reviewing and modifying*, as appropriate, all parts of the cycle, including institutional and other research efforts.

MERRITT COLLEGE INTEGRATED PLANNING & BUDGETING PROCESS



Standard I.B.7

The institution assesses its *evaluation mechanisms* through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.

Merritt College Program Review Evaluation Tool [sample]

Evaluators	Questions to Ask	Timeline
CEMPC (Institutional Effectiveness Committee) SLOAC	<ol style="list-style-type: none"> 1. How does program review help to improve teaching and learning? 2. What are the positive outcomes of the program review process? and 3. How can we improve the program review process? 	Fall 2010 Spring 2011
Programs undergoing review	<ol style="list-style-type: none"> 1. How easy or difficult was the program review process? (one could compare it to the last cycle) 2. How easy was it to access data? 3. Was the process useful? How? 4. How widespread was participation within the program? 5. Have you made changes to your program as a result of program review? 	Disseminated in Fall to programs that completed Program Review in spring 2010. Programs undergoing Program Review during spring 2011 will complete these questions at time of Program Review.

Merritt College Integrated Planning & Budgeting Process Evaluation Tool [sample]

ANNUAL UNIT PLAN UPDATE	Evaluators
1. How clear are the instructions on the Annual Unit Plan?	
2. How useful are the data provided in the Annual Unit Plan?	
3. Is the Annual Unit Plan template easy to use?	
4. How accurate are the data provided in the Annual Unit Plan?	

MERRITT COLLEGE ASSESSMENT PLAN

Action	Timeline	Current Status	Next Steps
Design Evaluation Tool (electronic surveys) for Program Review. Assess Program Review process.	Fall 2010	Questions drafted. Pilot evaluation surveys through Accreditation Committee by October 15	Receive feedback.
Revise the Evaluation Tool (electronic surveys), incorporating feedback. Administer the surveys.	Fall 2010	Questions revised. Administer the survey Results submitted by mid-November.	Compile results for submission to CEMPC and College Council by December 2010.
Design Evaluation Tool for planning & resource allocation processes. Present tool to CEMPC and College Council for approval and recommendation to President.	Fall 2010	Evaluation Tool reviewed by Accreditation Committee. Will be presented to CEMPC October 27 and to College Council in November.	After approvals, electronic surveys will be created for use spring 2011 to assess planning and resource allocation processes.
Design assessment for Evaluation Tools.	Fall 2010	In process. Accreditation Committee will draft assessment and present to CEMPC in November and to College Council in December.	After approvals, assessment process for Program Review Evaluation Tool will be conducted spring 2011.
Disseminate results of Program Review Evaluation via website	Spring 2011	Merritt College website is currently undergoing a complete redesign and reorganization in order to more effectively communicate internally and externally.	Post results on website.
Assess Program Review Evaluation Tool.	Spring 2011		Assessment mechanism will be drafted Fall 2010.
Assess Evaluation Tool for planning & resource allocation processes.	End of Spring 2011		Assessment mechanism will be drafted Fall 2010.