

ICCB Program Review Instructions

Program Review

Purpose

Waubonsee Community College participates in an Annual Update /Program Review process which is designed to be collaborative, support the mission of the College, and to provide opportunities for divisions and programs to assess, share and improve their impact. This process supports quality improvements in our programs.

Principles

Annual Update/Program Review/Annual:

- Provides faculty an opportunity to reflect on teaching and learning practices.
- Is aligned with assessment and provides an overview of strengths and opportunities for program improvement.
- Is participatory and the completion should include all full-time members of program or division. Adjunct participation is encouraged.
- Facilitates assessment planning, curriculum development and resource allocation.

ICCB and HLC

Program review is required by both The Illinois Community College Board (ICCB) and our regional accreditor, the Higher Learning Commission (HLC). Although we are required to comply, we follow this important practice to promote program health and continuous improvement.

How to complete your ICCB Program Review

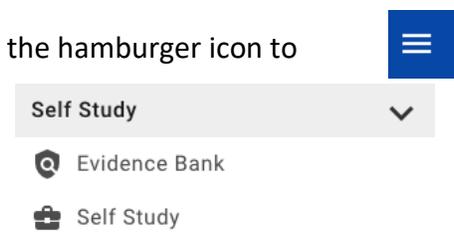
1. Visit <http://wcc.aefis.net/> or use the AEFIS link that can be found in mywcc, Faculty Tab, under Quick Links.
2. Login using Waubonsee Credentials
3. Once logged in, your ICCB Program Review is in the AEFIS Self-Study solution.

There are two ways to access the Self-Study Solution.

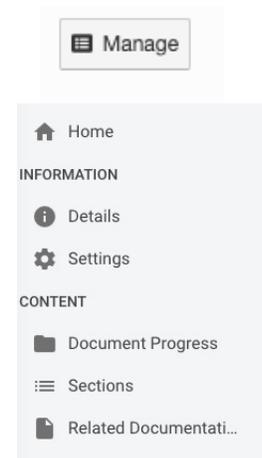
4. In the Action Items sidebar, your Self-Study will appear. Click on the blue edit button to open the form.

OR

5. You can navigate to the Self-Study solution, click on the hamburger icon to navigate to the AEFIS menu.
6. In this menu, scroll down to the Self-Study Heading, and click on the Self-Study Icon.



7. Click on the manage button next to either the CTE or Discipline Self-Study.
8. On the homepage, click on “Sections” in the menu on the left side of the screen.
9. Once the Self-Study sections load, click on the pencil icon next to the section you wish to edit.
10. The self-study will then load. This document contains the same functionality as a Google document, allowing you to edit the content inside each of the indicated boxes collaboratively with others. Your work will also be automatically saved.



Program Review Data

Data to complete your program review is located in your APR folders X:APR_(program prefix)

-  Course Summary Report
-  Equity Report
-  Program Comparison Report(s)
-  Program Cost Report

Performance and Equity

The number of students enrolled and the number of completes (graduates) of each program or certificate is provided. Review according to your program enrollment and completion goals which you will be identifying in the question below. Student success is defined as students receiving a C or higher in their courses.

Were there gaps in the data? Please explain.

What does the data tell you? What do you see regarding equity and diversity? Are there areas that tell a story you were not aware of? Explain.

Goal Planning

Program Goals: List three measurable goals to work on the next five years that address needs identified in this review. Make sure that each aligns with the Educational Affairs plan. Goals should align with discoveries or improvements needed based on this review. These should also align with the Educational Affairs Plan. If you already articulated your goals last year, please describe progress on each goal. If you completed a goal, create another