

New or Expanded Program/Service Formative Review Process



PROGRAM DESIGNATION FOR FORMATIVE REVIEW PROCESS

- Any “new or expanded” program/service that has gone through the Pre-Proposal or Full Program Proposal process.
Note: President initiative allows new or expanded program implementation without either the Pre-Proposal or Full Proposal process but the New or Expanded Program/Service Formative Review Process is still required.

PURPOSE OF THE FORMATIVE REVIEW PROCESS

- To encourage and support reflection on the program/service, processes, outcomes.
- To provide a report on the current status of program/service (SWOT).
- To provide data and feedback to contribute to program/service improvement and development.
- To support informed decision making.
- To create a flow of information (supporting documentation) that leads into Program Review.

FREQUENCY OF FORMATIVE REVIEW

- All “new or expanded” program/service will conduct annually for the first two years.
- At the end of the third year, each “new or expanded” program/service will complete a comprehensive Program Review to determine if the program/service will continue.
- Following successful completion of this process the program is folded into the regular program review cycle (three years assumed for out-of-class and five years for academic).
- While the official Formative Review Form is due annually, all new or expanded programs/services should engage in frequent, ongoing, documented formative evaluation to support problem solving, make adjustments, and improve effectiveness. This can be later referenced in the annual Formative Review.

REQUIRED REFERENCE DOCUMENTS TO BE UTILIZED

- Pre-Proposal Form
- Full New or Expanded Program/Service Proposal Form
- Previous Formative Review (when applicable) (two year process)
- Current Assessment Tool(s)
- Supporting Data
 - Assessment
 - Participation (internal/external constituents)
 - Financial (historical/current)
- Program Review document (Academic, Occupational, or Out of Class)

FORM SUBMISSION and SUPPORT

- The program initiator, the appropriate Division Chair or Unit Director, Dean and/or Vice President and Institutional Effectiveness should review the Formative Review.
- Submit the Formative Review to Institutional Effectiveness.
- All related reference documents can also be accessed through Institutional Effectiveness.

Instructions for the Formative Review Process

Develop a formative review document by answering the sixteen questions below.

Formative Review Criteria

I. **Mission & Integrity (HLC Criterion #1)**

Focus on the Mission

1. Provide a brief description of the new or expanded program/service provided.
2. Describe the history and background of the development your program/service. Include the review of the initial plan and continued alignment with the college mission, vision and strategic plan. Please provide illustrations/examples.

II. **Student Learning and Effective Teaching (HLC Criterion #3, 3a)**

Focus on Student Learning Outcomes (SLO)

3. Provide a review of student learning outcomes including data collection as supporting documentation.
4. Provide a copy of the assessment tool(s) used.

III. **Acquisition, Discovery, and Application of Knowledge (HLC Criterion #4)**

Focus on Program and Staff Learning Outcomes

5. Provide a review of program outcomes and employee learning outcomes including data collection as supporting documentation. These may include developmental or organizational outcomes.
6. Provide a copy of the assessment tool(s) used.

IV. **Engagement and Service (HLC Criterion #5)**

Focus on Constituencies

7. Provide a brief description of the functions/responsibilities of the new or expanded program/service.
8. How are stakeholders being served?
9. Students/other internal/external
10. Numerical analysis (planned vs. actual)

V. **Preparing for the Future (HLC Criterion #2)**

Focus on the Future

11. Perform a SWOT of your program (Strengths/Weaknesses/Opportunities/Threats).
12. Review stated goals and objectives and progress made toward their attainment.
13. Provide a cost/benefit analysis.
14. Provide an analysis of current resources.
15. Based on information learned from this formative review, summarize the following to plan for next year (short-term) and future years (long-term).
 - goals/timelines/measures (indicate revisions if needed)
 - supplemental criteria for future reviews (if appropriate – with rationale)
 - implications/projected for future resources (which may include personnel/facilities/operations/technology/marketing)
 - additional IE support (data)