

**HARPER COLLEGE
PROGRAM REVIEW MANUAL**

FY2026

PROGRAM REVIEW

Introduction

The purpose of Program Review at Harper College is to foster a process of continuous improvement of instructional programs. A college-wide goal of Program Review is for program areas to revisit their goals and outcomes related to the institution's stated mission. The Illinois Community College Board (ICCB) requires instructional programs and non-academic support services to go through this process every five years. ICCB encourages colleges to integrate Program Review with campus planning and quality improvement processes that already exist. The Program Review process must include the ICCB-required standards: analysis of program need, program cost effectiveness, demonstration of equity and access, and program quality. Harper College has included additional areas of study, particularly relevant to the institution.

The Program Analysis Worksheet (PAW), considered an Annual Update to Program Review, is aligned with the needs of ICCB and supports ongoing reflection and improvement. The four years of PAW reports/Annual Updates should be used to inform and complete the comprehensive ICCB 5-Year Program Review, ensuring the process remains data-informed and aligned with both institutional goals and ICCB expectations.

Program Review and Its Relationship to Department Planning

The Program Review process requires program areas to revisit their goals and outcomes as related to the institution's stated mission. Programs will evaluate the degree to which they are meeting their goals and outcomes and develop action plans to strengthen their programs and improve their effectiveness. Plans should be developed in consultation with the representative dean.

Program Review Process

This document describes the process for Program Review and timeline. The timeline provides clarification of program review tasks, identifies who is responsible for each task, and indicates due dates for each task. ICCB provides community colleges with four templates corresponding to the four different report types: (a) academic, (b) CTE, (c) cross-disciplinary, and (d) student academic support.

Note: Programs that have completed a self-study/accreditation report within the last five years should begin by meeting with their dean to determine which sections within the Program Review Report have already been addressed. In such cases, information from the self-study/accreditation report can be cut and pasted into the Program Review Report Template.

If the program has been accredited with stipulations or has been accredited on a conditional basis and there are standards which are not fully met, the program must complete the Program Review process to ensure that appropriate steps are being taken to address stipulations or opportunities.

Program Review Schedule

The Program Review schedule is determined by the Illinois Community College Board (ICCB). In some cases, programs scheduled for review in different years may be combined into a single year. ICCB typically allows this for certificate and degree programs aligned based on how they operate at Harper.

Program Review Team

The dean associated with the area to be reviewed will appoint a Program Review Team to conduct the in-depth program review; typically, the department chair or coordinator will lead this team for academic and career programs. **The chair is responsible for keeping the dean informed about the progress of the Program Review.**

Because program review is a collaborative process, chairs are encouraged to engage all full-time faculty and/or staff in the analysis of data and the drafting of the report. Time will be provided during Fall Opening Week for academic departments to meet, review, and discuss data and report content. Departments are also encouraged to include adjunct faculty and other staff members connected to the program, where appropriate, to ensure a comprehensive and inclusive review.

Initial Orientation

The Program Review process will begin in the spring with the Program Review Chair and Division Dean, Dean of Teaching and Learning, and a member of Institutional Research to receive and review the process. Attendees will receive an overview of the instructions for completing the report and will be informed of the data provided which is to be used in preparing the report. This is the time for the Program Review Chair and Division Dean to ask questions and to seek clarification regarding their role in the Program Review process, though each of the individuals attending the initial orientation will also be available to provide support throughout the year.

Program Review Data

All program review data will be entered into the template or available through the [Program Review Dashboard](#). Program Review Chairs will meet with Institutional Research in June/July to review the provided data, explore the dashboard, and identify any customized research needs, if applicable.

External Consultant or Site Visit [Optional]

Program Review Teams may request to use an external Harper consultant or make a site visit as part of the process. Requests need to be approved in advance by the Division Dean and Associate Provost. If an external consultant is used, their report should be included in the Appendices of the Program Review Report Template. If a site visit is conducted, a summary of learning should be included in the Appendices of the Program Review Report Template.

Department Planning

As part of the program review process, each department is asked to develop a five-year plan that outlines the department's goals and direction. This plan serves as a foundation for making specific requests for support, including budget and staffing needs, and should be developed in collaboration with the Division Dean.

The five-year plan will also serve as the basis for PAW/Annual Update reports and yearly meetings with the Division Dean. Accomplishments will be shared annually on the PAW/Annual Update.

Instructions

Draft: Templates are located on the Program Review TEAMS site. There is a channel for each division and within the division channel is a folder for each program. The template and all required data for the review have been provided and entered for you to support the review or is available in the [Program Review Dashboard](#). Several questions have been answered with standard responses and added to the template. Guidance has also been added to the template and is purple.

How to find your Program Review Template in Teams

Program Review is now available in TEAMS.

1. Open **Microsoft Teams** from your desktop or browser.
2. Locate and **double-click the "Program Review" tile** on your Teams homepage.
3. On the left-hand side, **find your division name** in the channel list.
4. Within your division channel, open the folder with your **program name**.
5. Inside your program folder, you will see two folders:
 - **PAW Folder**
 - **Program Review Folder**
6. Open the **Program Review folder** and find the **Program Review Template**.

Prior to beginning read the START here document prior to Double-clicking the program review file to begin editing.

Directions with screenshots can be found in the manuals folder on HIP.

Completion of Report – DUE DATE

Program Review Teams must complete their draft Program Review Report using the electronic template provided in the designated Program Review Microsoft Teams site. Chairs must notify their Division Dean via email of the draft's completion no later than **December 1st**.

Division Deans are responsible for reviewing the draft to ensure that all questions have been fully addressed. Any concerns regarding content or clarity should be discussed with the Program Review Team. Once finalized, the completed template in Microsoft Teams will serve as the official and final version of the Program Review Report. No additional document submission is required.

Dean / Program Review Team Review (January-February)

When the Dean and the Program Review Team agree that the report is complete, the Dean will be responsible for communicating completion via email to the Dean for Teaching and Learning no later than **February 28th**.

The completed template in Microsoft Teams will serve as the official and final version of the Program Review Report. No additional document submission is required.

Response and Final Approval of the Report

A 50-minute follow-up meeting will be scheduled with the Program Review Chair (other department faculty and staff may attend if desired), Division Dean, Associate Provost, and Provost. This meeting will be a dialogue and discussion.

Program Review Report Timeline

DATE	RESPONSIBLE	DESCRIPTION
April	Dean of Teaching and Learning	Kick-off meetings with Division Dean, Program Review Chairs, and Institutional Research.
June/July	Program Review Team, Institutional Research	Meetings with Institutional Research to discuss standard data reports and request custom report program review departmental analysis dashboard.
August	Dean of Teaching and Learning	Time will be provided at Opening week following the department meetings to work with colleagues on Program Review / Assessment.
October	Dean of Teaching and Learning	Reminder and email and opportunity to request additional support.
December 1 st	Faculty Chairs	Program Review is Due December 1.
January – February	Program Review Team/Division Dean	Meeting held with Program Review Team and Division Dean to review completed draft.
March	Program Review Team	Meeting held with Program Review Team, Division Dean, Associate Provost, and Provost to officially finalize the review.
April	Provost Office	Prepares and submits final reviews to ICCB

***Optional June-October meet with Institutional Research to discuss data or request custom reports.**

All data required for the review has been provided. The following data is optional:

Data Elements	Location	Support
Enrollment (FTE/Headcount) Demographics/Student Section Fill & Class Cancellation Rates Persistence/Completion Grade Distribution	Department Analysis Dashboard	J. Maxon
Alternative Credit	CLEP Advanced Placement	Div. Dean
Graduate Survey Dashboard (CTE)	Follow-up Survey Dashboard	J. Maxon
Disaggregated Data	Success 360 Dashboard	J. Maxon
Transfer Data	Institutional Research can produce custom reports	J. Maxon
Assessment	Academic Curriculum Maps Gen Ed Assessment & Curriculum Map Program and Course Level Assessment (Nuventive)	D. Surdo
IAI Course List	IAI Gen Ed Descriptors IAI Major Descriptors	APCI
Transfer Partnerships / Articulation Agreements	Harper Transfer Information	S. Warren-Crouch
Dual Credit Offerings	Department Analysis Dashboard	S. Rainbolt