

Curriculum and Assessment Program Review Guidelines

How to access the Program Review Moodle Shell:

Step 1: On the left hand side of the BCC Homepage, click on .

Step 2: Enter your log in information.

Step 3: On the right hand side, under “My Courses,” click on PROGRAM REVIEW.”

Step 4: Scroll down to “CURRICULUM AND SLO ASSESSMENT DATA,” and click on the folder for your department.

Step 5: Click on the folder labeled “Program Review Answers.”

3. Curriculum:

Please answer the following questions and/or insert your most recent curriculum review report (within the past 3 years) here.

Attach the Curriculum Review Report or Answer these Questions:

- Have all of your course outlines of record been updated or deactivated in the past three years? If not, list the courses that still need updating and specify when your department will update each one, within the next three years.

In the Program Review Answers folder, there is a file called “Program Review Answer for 3. Curriculum Question 1 Course Updates,” which lists your courses along with the last date the courses were updated/approved by the Curriculum Committee. The third column on this report asks you to fill in the semester when you are planning to update the course. Once you complete the information, copy and paste the table here.

Please note that all courses should be updated at least once every three years, so any that haven’t been updated within that timeframe should have a date of Fall 2015, and others should be planned within three years of the last update. Updates will be reviewed at the curriculum committee; please be sure that textbooks are as recent as possible, and review all other aspects of course outlines.

For example:

COURSES	WHEN WAS THE CLASS LAST REVIEWED OR UPDATED?	WHEN ARE YOU PLANNING TO UPDATE THE COURSE? Please indicate the semester.	NOTES
CARP 200 Special Projects Laboratory	09/14/2012	Fall 2015	
CARP 203 Construction Safety	08/01/2013	Fall 2016	
CARP 204 The Sustainable Built Environment	08/01/2015	Fall 2018	New course. Fall 2015.
CARP 205 Green Construction Techniques and Materials	04/16/2013	Spring 2013	

- What are the discipline, department or program of study plans for curriculum improvement (i.e., courses or programs to be developed, enhanced, or deactivated)?
 - Please list your degrees and/or certificates. Can any of these degrees and/or certificates be completed through Distance Education (50% or more of the course online)? Which degree or certificate?
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4. Assessment:

Please answer the following questions and attach the TaskStream “At a Glance” report for your discipline, department, or program for the past three years. Please review the “At a Glance” reports and answer the following questions.

In the Program Review Answers folder, there is a file called “Program Review Answer for 4. Assessment ‘At a Glance’ Report,” which lists all of your courses and tells you which have been assessed and which have action plans. In columns E thru M, please mark the semester when you are planning to assess the course for the 3rd round of assessments.

Questions:

- How does your discipline, department or program ensure that students are aware of the learning outcomes of the courses and instructional programs in which they are enrolled? Where are your discipline, department or program course and program SLOs published? (For example: syllabi, catalog, department website, etc. If they are on a website, please include a live link to the page where they can be found)

Please add the following to your list:

For course SLOs

- Syllabi
- Student Learning Outcomes webpage:
<http://www.berkeleycitycollege.edu/wp/slo/student-learning-outcomes/>

For Program Learning Outcomes

- College Catalog (printed and on the website
http://www.berkeleycitycollege.edu/bccdocs/BerkeleyCityCollege_2015_17Catalog.pdf)
- Program Assessment Matrices webpage:
<http://www.berkeleycitycollege.edu/wp/slo/program-assessment-matrices/>

- Degrees and Certificate Programs webpage:
<http://www.berkeleycitycollege.edu/wp/depts-progs/degree-certificate-programs/>

- Briefly describe at least three of the **most significant changes/improvements** your discipline, department or program made in the past three years as a response to course and program assessment results. Please state the course number or program name and assessment cycle (year) for each example and attach the data from the “Status Report” section of TaskStream for these findings.

Please include changes to curriculum, textbooks, handouts, websites, and other areas in which courses and programs have been significantly changed to improve student learning as a result of learning outcomes assessments. If you don't have three such changes to report, please consider noting the developments or improvements of SLO assessments in your department.

Improvement 1.

Improvement 2.

Improvement 3.

- Briefly describe three of the **most significant examples** of your discipline, department or program plans for course and /or program level improvement for the next three years as result of what you learned during the assessment process. Please state the course number or program name and attach the data from the “Assessment Findings and Action Plan” section for each example.

Please include plans for future changes to curriculum, textbooks, handouts, websites, and other areas that came about as a result of learning outcomes assessments. If you don't have three such changes to report, please consider noting any developments or improvements of SLO assessments in your department.

Plan 1.

Plan 2.

Plan 3.

- Describe how assessment results for Distance Education courses and/or programs compare to the results for the corresponding face-to-face classes.

- Describe assessment results for courses with multiple sections. Are there similar results in each section?

Suggested language: *As an institution, BCC has not focused on assessment results within individual sections of courses. We have found it most useful to assess SLOs on a global level, rather than focusing on the limited data available within individual sections.*

Please feel free to add information about comparisons between evening and day sections, online and face-to-face sections, etc.

- Describe your discipline, department or program participation in assessment of institutional level outcomes (ILOs).
- How are your course and/or program level outcomes aligned with the institutional level outcomes? Please describe and attach the “Goal Alignment Summary” from TaskStream.

In the Program Review Answers folder, there is a file called “Program Review Answer for 4. Assessment “At a Glance” Report,” which details how your courses are mapped to our ILOs. Please review the mapping, and send Ally Tomas an email if there is anything that needs to be modified. If not, the file can be attached to the Program review.