

Southwestern College
Achieving Institutional Mission: Program Review

Review of Administrative Units

All administrative units, including the Office of the Superintendent/President, Human Resources, Academic Affairs, Student Affairs, Fiscal Affairs, and Computer Systems and Services, as well as the administrative functions of the Higher Education Centers are scheduled for review according to the attached timeline. The purpose of the review is to improve the overall quality of services, assist staff in conducting a self-study of their units and assure that the units are effective in meeting the needs of our diverse faculty, staff and students. The results of the reviews will facilitate planning and decision making and promote a comprehensive understanding of the many administrative services provided by District staff.

Timeline for Administrative Units Program Review

The following steps detail the timeline for the production of the academic program review.

Step 1	The Office of Research/Planning/Evaluation (RPE) notifies cognizant unit administrator (superintendent/president or vice president) of timeline/schedule/process.	February
Step 2	Unit administrator identifies Lead Person and Committee for developing self-study.	February
Step 3	Office of Research/Planning/Evaluation (RPE) contacts Lead Person to develop survey instruments/data collection.	February
Step 4	Unit notifies administrator if external review is also being required by outside agency. Administrator examines the content of the external review vis-à-vis the SWC program review process and notifies unit whether the external review will meet any portion of the SWC program review requirements.	March/ April
Step 5	RPE provides standard survey results to units.	August
Step 6	Units complete program review; secure signatures of Lead Person and Committee members; submit to unit administrator for signatures.	September/ October
Step 7	Unit administrator reviews self-study for accuracy, completeness, signatures; ensures that recommendations and statements on Summary Work Plan and Executive Summary are substantiated, and may return it to Lead Person for revisions if necessary. Unit administrator makes comments and signs off on review; maintains a copy of Executive Summary and Summary Work Plan to be used in campus-wide budgetary decision making.	November
Step 8	Unit administrator submits summary report to Cabinet.	December/ January

In early February, unit administrators will incorporate review results into the college-wide budget process. Cabinet forwards all Executive Summaries to CLC. CLC forwards budgetary recommendations to Cabinet for consideration having utilized the Executive Summaries from all units undergoing review in that year.

Required Components for Administrative Unit Reports Checklist

(Please submit in this order.)

Administrative Units Executive Summary

Administrative Units Summary Work Plan

Response to Previous Review

Criteria for Administrative Units Review (Criteria 1.0-6.0)

Other Comments and Concerns Not Previously Addressed (Criterion 7.0)

Administrative Unit's Recommendations (Criterion 8.0)

Additional Information

Components of Administrative Program Review

Response to Previous Review. If the unit conducted an assessment during a previous program review period, a review of that assessment should be done. Factors that hindered the program and recommendations made for program improvements should be addressed in a brief narrative that shows where the program has been and what it has accomplished.