



Form 1: Presentation Checklist

Department and Program Review Revisions

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Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (not the instructions) to the Academic Affairs chair by his or her specified deadline. Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as N/A. Use as many pages as necessary.

PROPOSAL OVERVIEW

We would like to share the changes to what used to be called Academic Program Review (APR) with AA Committee. APR is now Department and Program Review (DPR), and features a more concise report template and a streamlined process.

TYPE OF AGENDA ITEM

Information Item (requires approval of AA Chair)

Action Item

Information and committee feedback

Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)

Procedure—new

Identify suggested location in GPM:

Policy—revision (Attach current policy with proposed changes illustrated with track changes)

Policy—new

Identify suggested location in GPM:

New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)

Other:

**BUDGET**

N/A

**INSTRUCTIONAL REQUIREMENTS**

N/A

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

N/A

**STUDENT IMPACT**

N/A

**ANTICIPATED IMPLEMENTATION TIMELINE**

This academic year.

**DEPARTMENT/PROGRAM NAME**  
**DEPARTMENT & PROGRAM REVIEW (ENTER ACADEMIC YEAR)**

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*To better align academic and operational reviews, Academic Program Reviews (APR) and Administrative Unit Reviews (AUR) are now known as Department & Program Reviews (DPR).*

**Section 1: Report on Previous Goals & Requests**

**Please limit your response to 250 or fewer words.**

What goals did you set in your last APR/DPR? What requests did you make? Briefly explain the status and/or outcome of these goals and requests.

**Section 2: Fulfilling Your Mission**

**Please limit your response to 500 or fewer words.**

What is your program or discipline mission statement, and how have you fulfilled this mission since your last APR/DPR?

As you write your response, you are not required to but may consider things like

- *Key events, activities, or community outreach*
- *Staffing, budgeting, services, and scheduling (e.g., branch campuses, course modalities)*
- *Changes since your last APR/DPR (albeit internal, external, regulatory or other influences)*
- *How your mission connects to or resonates with the current strategic plan and College mission*

**Section 3: College Goals and Initiatives**

**Please limit your response to 500 or fewer words.**

How has your program or discipline participated in fulfilling the College's plans and priorities, attaining campus-wide goals, or participating in broad initiatives (e.g., strategic plan state or grant initiatives) since your last APR/DPR?

**Section 4: Diversity and Inclusion Insights**

**Please limit your response to 500 or fewer words.**

When you review Institutional Effectiveness data for this report, note that many dashboards include the ability to filter data by location, race or ethnicity, gender, Pell eligibility, veteran status, and other options. At COCC, we honor individual strengths and needs, celebrate different cultures and viewpoints, and strive for equity that addresses systemic injustices. As you review data that illustrates this rich diversity, what insights have you gained about your students and how you might help them achieve their goals? What are your area's strengths in terms of student equity? Challenges? How might your faculty learn more about any equity gaps represented in the data?

Use data to support your narrative. Note that the most compelling responses will combine qualitative and quantitative data. For quantitative data, consult Institutional Effectiveness's [Dashboard Index](#) and the [Discipline FAQ](#). Work with your dean if you have questions about support.

### Section 5: Strengths and Accomplishments

**Please limit your response to 500 or fewer words.**

Briefly share your department's strengths and major accomplishments, noting that this should not be an exhaustive list, but rather the most important or significant accomplishments your program has achieved since the last APR/DPR.

As you write your response, you are not required to but may consider things like

- *Your greatest strengths, the things that make you stand out, or your most significant accomplishments since your last DPR*
- *Innovative pedagogy, service learning, developmental education highlights, technology, grants or other unique approaches to learning*
- *Successful partnerships with internal support services, such as the library, eLearning, admissions, advising, counseling, disability services, recruiting, tutoring, testing*
- *How you have leveraged external resources to support student success or to enrich the community (e.g., statewide initiatives, partnerships, advisory boards, clinical/practicum/CWE sites)*

Use data to support your narrative. For quantitative data, consult Institutional Effectiveness's [Dashboard Index](#) and the [Discipline FAQ](#).

### Section 6: Challenges

**Please limit your response to 500 words.**

Briefly share your program or discipline's challenges.

As you write your response, you are not required to but may consider things like

- *Barriers, whether internal or external, that may impact the accomplishment of your mission*
- *Opportunities for improvement or development*

Use data to support your narrative. For quantitative data, consult Institutional Effectiveness's [Dashboard Index](#) and the [Discipline FAQ](#).

### Section 7: New Goals

List your goals and needs here. Include no more than five goals and indicate where/how you see these goals aligning with and/or positively impacting the current strategic plan or other important initiatives.

- For each goal, you may also indicate your timeline for making progress and/or achieving the goal before the next DPR cycle.

### **Section 8: Resource Needs**

For each goal listed in Section 7, indicate what kind of resources, strategies, or support you need to achieve your stated objectives. The DPR Response team will review these requests and recommend the next step as appropriate in their written response.



