

## **PROGRAM REVIEW MEMORANDUM OF UNDERSTANDING**

### **College of Marin Academic Senate/Administration/Board of Trustees**

The College of Marin Academic Senate and the College of Marin administrative leadership agree that the following statements reflect a mutual understanding of a program review philosophy and related activities at the college. Program Review, as applied to academic programs, is to assist faculty in their efforts at improving instruction.

#### **I. What is Program Review?**

Program Review is a systematic process involving the collection, analysis, and evaluation of quantitative and qualitative data about an academic program, student service program, or an administrative unit. Program Review recognizes the goals of the institution as the focus of Program Review.

#### **II. What is the purpose of Program Review?**

The purpose of Program Review is to document and improve the college's programs. The process is designed to identify strengths and to offer opportunities for program and administrative unit improvement. It is a means for determining the effectiveness of academic and non-academic programs including but not limited to instruction, student services, and administrative tasks.

#### **III. Who develops the processes/template for Program Review?**

The process/template for conducting Program Review is developed by the Program Review Committee with the consent of the Academic Senate and the Planning and Resource Allocation Committee. Programs, for the purpose of review, are defined by participants conducting the review.

#### **IV. Who conducts Program Review?**

Program Review is conducted by the members of the academic program (faculty including chairs), student service program (faculty, staff and managers), or administrative unit (staff and managers) going through Program Review. Faculty members involved in Program Review volunteer as participants and faculty who choose not to participate shall not be penalized. Department deans and managers are expected to read and comment on academic program reviews but cannot mandate changes to them.

#### **V. What will Program Review be used for?**

At College of Marin, ongoing Program Review will be used to influence long and short term planning, set priorities for sustaining and growing programs and services to students, and assist in setting budget priorities. More specifically, Program Review will help us:

- Improve services and better plan and implement educational programs
- Design and improve programs and administrative units
- Undertake long term planning at the institutional level
- Identify shared definitions and measurable benchmarks for evaluating programs

