**4.A.1 The institution maintains a practice of regular program reviews and acts upon the findings.**

Barton Community College engages in a biannual [Instructional (Program) Review process](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\Process%20Map%20Instructional%20Review.pdf), which supports the mission of the College. The review provides opportunities for faculty to assess the status, evaluate the effectiveness, and reflect on the successes and challenges of their divisions and programs. Moreover, the process serves to identify the needs, priorities, and future direction of those programs.

As evidenced by the [Instructional (Program) Review - Historical Timeline](file:///T:\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\Instructional%20Review%20Historical%20Timeline.pdf), the College continuously endeavors to improve the Review Process. In 2016, administrators and representatives from the assessment team, in consultation with the HLC Assessment Academy Mentor, examined the program review process and identified concerns and process gaps. This review resulted in four recommendations:

* Focus attention on the assessment of student learning within the program
* Alignment of Program Review with Barton’s Mission, Core Priorities, and ENDs Statements
* Consistent use of one reporting format
* Require additional program information for marketing, operations, and goals

As the Review process matured, the goals continued to guide process improvement. Examples of Process Maturity Indicators include:

* Previous: Primarily fiscal data review focused

2017: Incorporated data points relating to grade performance, persistence, retention, and completion

* Previous: Lack of standardized reporting format and process

2018: Standardized [Instructional Review Template](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\2021-2023%20Instructional%20Review%20Template.pdf)

2018: [Program Assessment Process](https://docs.bartonccc.edu/about/mission-vision/assessment/program-level-assessment-guide.pdf) developed and piloted with HLC Assessment

Academy Mentor guidance

2020: Follow-up Reports standardized

* Previous: One goal - Alignment to Driving Student Success

2018: Inclusion of student learning outcomes data in review

2020: Program Learning Outcomes data included in the review with recommendation for one goal addressing student learning

2021: Required goal addressing student learning

* Previous: Annual Instructional Reviews

2019: [Biannual Instructional Review schedule](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\Instructional%20Reviews%20Timeline%20(2019-2025).pdf) implemented

* Previous: Program Review Follow-up Report lacked standardization

[Instructional Review Template](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\2021-2023%20Instructional%20Review%20Template.pdf) –

**ACTS UPON FINDINGS**

I need to develop the narrative for this section. I am thinking about using the MLT review as the example.

[Assessment Summary Report](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\ASSESSMENT\ASSESSMENT%20SUMMIT\Assessment%20Summit%20Report_2022%20v3.0.pdf)

* [Assessment of Student Learning Responses](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\Assessment%20of%20Student%20Learning%20Responses%20rev.pdf)
* [Example: 2021-2023 Instructional Review - MLT](file:///\\amshare4\shared\ACCREDITATION%20EVIDENCE%20TEAM\CRITERION%204\00%20EVIDENCE%20FOR%20UPLOAD%2022\4.A.1\2021-2023%20Instructional%20Review%20MLT.pdf)
  + Strategic Planning Section
  + Goal Setting
  + Review process aligns with institutional Budget and Strategic Planning Timelines

A timeline/journey map for Program Review (Instructional Review) is given in the Assessment Summit Report (2022).

Program Assessment Reports are available which demonstrate analysis of the data and Instructional reviews document decisions/expected actions based upon the data.

Videos were provided (by the Coordinator or Assessment) to faculty to provide specific guidance on using assessment data to make planning and budgetary decisions.