CYPRESS COLLEGE DEPARTMENT PLANNING AND
PROGRAM REVIEW
INSTRUCTIONS

1. The Program Review Form is designed to replace the IQA Forms I & II.

2. Please answer all the questions on the Program Review Form and supply the data requested.

3. The Trend Data can be copied and pasted from the following websites:

   Go to: http://10.200.3.199/reports/researchers/fiveyear/index.jsp

   How many certificates and degrees were granted?
   These are posted on the j-drive in the following location:
   J:\IQA\03IQA Data\NumberOfCertificatesDegrees

   What was the department’s success rate?
   Available at J:\IQA\03IQA Data\Success and Retention.

4. Submit a completed Program Review Form to your Division Dean for review by October 8th.

5. Once the Division Dean has reviewed the document, make any suggested changes and have the Division Dean sign off the document.

6. Send twelve (12) hard copies and one (1) electronically transmitted copy to the Program Review Chair by October 31st, kalvarez@cypresscollege.edu

7. The Program Review Committee will review the form and transmit any comments or suggestions to you before the end of the semester. You may revise the form using the suggestions/comments from the committee. This will be used as documentation for the Direction Committee’s review.

8. Please submit your finalized form to the Program Review Chair.

9. Past IQA & Program Review Reports are in the IQA History file.

***Vocational programs need to submit additional information every two (2) years in the Fall – even numbered years. See Vocation Program Review Form.

THANK YOU FOR YOUR ATTENTION TO THIS MATTER.