2024-2025 Program Audit

# Purpose and Process

The purpose of a program audit is to provide a structured and comprehensive review of academic programs and departments in order to ensure that courses and programs remain viable, relevant, and aligned with institutional goals and requirements set forth by the state and our accrediting bodies.

It also is a time to take a step back, reflect, and celebrate the great work that has and is being done that can be easily forgotten and overlooked in the grind of the day-to-day.

By conducting this audit, departments can identify strengths, areas for improvement, and set actionable goals for enhancing program quality, student success, and alignment with the college's strategic priorities and vision.

After completing the audit, they will be added to our college website (similar to our assessment reports) and so should be written with their eventual forward-facing destiny in mind. Departments will present their program audit highlights at Instructional Council the year after their completion in order to allow for collective celebration of department successes, promote collaboration and sharing of best practices, and facilitate strategic planning and cross-department opportunities.

# General Directions:

1. Download this document or copy and save in TEAMS with a new name that identifies your department/area. You are welcome to work in TEAMS on the document, just make sure, you are working on the correct audit, not another group’s or the template.
2. Work with your department (as applicable) to complete the fall, winter, and spring sections within their specified quarter.  In the same way you would ask your students, read each question carefully and address all parts.
3. Audits will be turned in in TEAMS in the relevant Program Audit folder. Each is due by the last record day of the quarter.  If something comes up, and the report will not be able to be completed by this time, please let your dean/director know.

# FALL QUARTER

**LOOKING BACK:**

Review and reflect on your most recent program audit submission. What progress has been made on previously set goals? What goals have needed to shift and refocus in that time?

**TRANSFERABILITY:**

1. Discuss how your department ensures course viability and relevance as well as alignment with DTA requirements. What changes, if any, are needed?
2. Review the transfer guides as they related to your courses/program:
	* [CWU](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=%7B747074CC-9C4D-477D-980B-529C4D6F9712%7D&aid=%7B1DE28702-DD7E-46F7-820F-7E0F873F2507%7D)
	* [EWU](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=7898eab1-11c4-4a29-9f3e-6c5b213ef38d&aid=e4fa59cc-4ed8-4ddc-8e34-d3b60be846ae)
	* [WSU](https://transfercredit.wsu.edu/tools/transfer-course-search-tool/)

Construct a table showing all courses offered by your department and their transfer status to CWU, EWU, and WSU. Identify any courses that do not transfer or transfer as general electives. What steps could be taken to resolve any transfer issues?

**ADVISING RESOURCES AND CAREER GUIDANCE:**

1. Review your department catalog and website information. Is it current and accurate? What changes are needed to better assist students?

*Submit catalog changes with this report.*

*If changes need to be made to the bigbend.edu website, please submit a work order in the Kace system (where BBT and Advising Map work orders are submitted) in the  Communications area to arrange for website changes.*

1. Describe your department's advising resources/maps and career counseling efforts. Within this description, also consider the following:
	* What information might a student majoring in your discipline or a related field need to be aware of, particularly if they intend to transfer to CWU, EWU, or WSU?
	* How do you provide information to students on opportunities related to your discipline, employment trends, career options, and/or wages?

**SCHEDULING AND PROGRAM DELIVERY:**

1. Analyze your course offerings, enrollments, and FTE information over the last three years. Describe any noted trends or issues.
2. How has scheduling been evaluated and altered to meet student and program needs? Discuss current and future plans for schedule-improvement or program delivery options (e.g., online, hybrid, nights, competency-based, weekends). What changes are being considered and why?

**PARTNERSHIPS:**

1. Describe your department's involvement in building and maintaining partnerships with transfer institutions (WSU, CWU, EWU). What are your plans for establishing better connections?
2. Discuss your department's involvement with College in the High School or CTE Dual Credit programs. Could these offerings be expanded?
3. Describe your department's efforts in building and maintaining partnerships with K-12 schools and communities in your service district. What outreach events have you participated in, and what are your future plans?
4. Describe your department's efforts in building and maintaining internal partnerships. What outcomes have resulted from these partnerships, and what are your future plans?

**CELEBRATE SUCCESS (a nod to our norms):**

1. What is something your department is particularly proud of or would otherwise like to celebrate? (*This may relate to the above aspects of the program audit but does not have to.*)

# WINTER QUARTER

**INSTRUCTION:**

1. Identify and describe the methods used by your department to integrate academic knowledge and skills, ensuring coherence across campus and rigor. (*Combine the checklist and description into one narrative response*)

​[ ] Contextualized Instruction

[ ] Team-Teaching

[ ]  Math-First initiatives

[ ]  College-Level Core Curriculum

[ ]  College-Wide Student Learning Outcomes

[ ] STEM Initiatives

[ ] Tutoring

[ ] Flipped Classrooms

[ ] Just in Time Support Instruction/Accelerated Learning

[ ] Active Learning/Student Engagement Techniques

[ ] Project Based Learning

[ ] Industry Standardized Tests/Exams

[ ] I-BEST Programs

[ ] Culturally Responsive Teaching

[ ] Interdisciplinary Learning

[ ] Competency-Based Education

[ ] Undergraduate research

[ ] Alternative Assessment Methods (e.g., ungrading, labor-based grading, contract grading)

[ ] Other (Please describe.)

**STUDENT ACHIEVEMENT**

Please use the student achievement data provided to discuss and review how successful students are within your classes.  Use the Overall Success Rates and Course Success Compare tabs in the About BBCC Tableau workbook to gather the data for the courses in your department. These tools can be found on the Institutional Research & Planning page in the Portal.

1. What trends and insights do you note from the achievement data? Consider the following: Are there classes that exhibit particularly low success rates? Are their equity gaps for different groups of students? How do success rates vary across the academic year?
2. What equity gaps has your department focused on addressing in the past three years? Describe these efforts and their outcome.
3. What is an equity gap your department will focus addressing in the next three years? Describe the gap and why it was chosen as an area of focus.

**ASSESSMENT**

Review your assessment reports from the last three years. (Located within “Instruction and Assessment” under About Us on the BBCC Website. Within a particular year’s Program and Course Level Assessment Report, you can search using CTR+F by instructor, course, or department name.)

1. Summarize and reflect on these assessment efforts. Consider the following: a) What issues were you trying to address to improve student learning and what changes did you implement? b) What impact has there been to your department or program as a result? c) Are there any next steps that need to be taken to further close the loop.
2. How has the student achievement data intersected with your assessment efforts? If there has not been intersection up to this point, how might you adjust assessment efforts in the future to do so?

**RESOURCES AND TECHNOLOGY:**

1. If applicable, discuss your lab fee account status, including adequacy for consumables and equipment/technology updates. Questions to consider:
	* Are fee adjustments needed, either an increase to better support consumable expenses and technology updates or a decrease due to changes in program needs?
	* If lab fees are being reserved for equipment and technology updates, what will be purchased and when?
2. Evaluate your department's current technology inventory and future needs for the next three years. Are there budgetary plans that need to be made for these purchases?

**SHOW APPRECIATION (a nod to our norms):**

1. What aspect of your work, department, or program do you most appreciate and why?

# SPRING QUARTER

**FACULTY/STAFF PROFESSIONAL DEVELOPMENT:**

1. Provide a brief overview of professional development activities in which department members participated in the last 1-3 years.
2. What were the most noteworthy successes in faculty/staff retention, professional accomplishments, and/or and development in the last 1-3 years?

**INNOVATIONS and PROGRAM REVIEW**

1. Describe any innovative projects, initiatives, or state-of-the-art equipment undertaken in the last year. Include links to any media coverage if applicable.
2. What were the most significant successes and challenges encountered in the last year regarding program quality and improvement? How could BBCC assist in addressing these challenges?

**STRATEGIC PLAN & COLLEGE VISION**

1. Review the college’s strategic plan in relation to your department’s activities and goals. (*The Strategic Plan can be located on the website under About Us*). How does your department’s work align and contribute to the Strategic Priorities and their major activities?
2. Similarly review and analyze the college's vision, mission, and guiding principles. How does your department's work align with and contribute to the college's overall vision and mission?
	* Which of the college's guiding principles does your department most effectively embody or implement? Provide specific examples.
	* Identify areas where your department could strengthen its alignment with the college's vision, mission, or guiding principles. What specific actions or changes could facilitate this growth?"

**PROGRAM AUDIT SUMMARY REFLECTION/GOALS:**

1. What do you see as the strengths of the department?
2. What do you see as your main opportunities for growth?
3. Briefly summarize key learnings about your program/department from this audit process.
4. What 2-3 goals do you want to accomplish over the next three years to improve your program/department, including your goal related to equity gaps? For each goal, develop a brief plan: identify key actions that will need to be taken, by when, and what indicators could be used to track progress.