

# Curriculum & Program Review Basics

**All full-time faculty should be familiar with the basic Curriculum and Program Review requirements.**

## Who is responsible for Curriculum & Program Review?

All full-time faculty participate. The faculty-led Instructional Assessment Committee oversees the process, with logistical and administrative support from Effectiveness & College Relations. It applies to all degree/certificate programs and academic disciplines.

Faculty are responsible for determining learning outcomes and assessment methods for their courses and programs. Curriculum and Program Review work must address outcomes identified in the [Degree Requirements \(lowercolumbia.edu/publications/catalog-temp-archive/programs\)](http://lowercolumbia.edu/publications/catalog-temp-archive/programs) section of the LCC Catalog.

## What is Curriculum & Program Review?

Everyone uses a template developed by the Instructional Assessment Committee. Taken together, the questions provide a framework for faculty to review and improve their program and/or discipline regularly.

The most important aspects of the process are ensuring that faculty:

1. Have defined meaningful and measurable student learning outcomes for their program or discipline.
2. Have a meaningful and sustainable method for collecting data on student outcomes attainment that is distinct from student grading.
3. Are engaged in meaningful and productive data analysis to make ongoing improvements to the curriculum.

## When is the work supposed to take place?

Faculty are expected to work on Curriculum and Program Review during designated instructional assessment days (indicated on the [Instructional Calendar \(internal.lowercolumbia.edu/calendars\)](http://internal.lowercolumbia.edu/calendars) ). A complete cycle takes two years. The [Master Instructional Assessment Timeline \(internal.lowercolumbia.edu/faculty-tools/assessment/assessment-schedule\)](http://internal.lowercolumbia.edu/faculty-tools/assessment/assessment-schedule) indicates which report section must be completed each quarter.

All faculty work on the same questions using a Google form on designated assessment days. The link to the Google form is typically provided in the agenda for the day.

## Where are the reports located?

Reports are stored in a shared Google folder called "Curriculum & Program Review." All full-time faculty and instructional administrators have access to the folder. Contact Effectiveness & College Relations if you need access or assistance.

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## Useful links:

- [Master Instructional Assessment Timeline \(internal.lowercolumbia.edu/faculty-tools/assessment/assessment-schedule\)](https://internal.lowercolumbia.edu/faculty-tools/assessment/assessment-schedule)
- [Instructional Calendar \(internal.lowercolumbia.edu/calendars\)](https://internal.lowercolumbia.edu/calendars)
- [LCC Degree Requirements \(lowercolumbia.edu/publications/catalog/programs\)](https://lowercolumbia.edu/publications/catalog/programs)