WALLA WALLA COMMUNITY COLLEGE
MISSION FULFILLMENT REVIEW
ADMINISTRATIVE PROCEDURE 2710

I.   PROCEDURE

A. The mission fulfillment review process consists of annual reports and a five-year program review.

B. All College programs/pathways identified here will be reviewed according to the following five-year cycle using a standardized instrument supplied by the College and utilizing similar processes.

    1. All newly approved programs/pathways shall be reviewed at the end of their third year and the results of this review will serve as one measure of viability. In addition to adhering to all the review procedures outlined in this policy, a determination will be made if the program/pathway is to be continued or discontinued. Programs/pathways that are continued will be placed on the appropriate schedule for their next review.

    2. This schedule will only be altered under exigent circumstances and with the approval of the Executive Leadership Team. Specialized accreditation processes may supplement but not substitute for mission fulfillment reviews.

C. Each program/pathway shall be reviewed by at least two internal evaluators and at least one external evaluator. It is the responsibility of the program/pathway leadership to identify the evaluators and coordinate adequate time to review the program/pathway in its entirety.

    1. Guidelines for identifying the evaluators are as follows:

        a. Internal reviewer 1: A staff or faculty member from the program/pathway, in a leadership role who can serve as the process leader and liaison with Institutional Effectiveness.

        b. Internal reviewer 2: A staff or faculty member who is not employed in the program/pathway but who works closely with the program/pathway under review.

        c. External reviewer 1: An individual who is not a full-time employee of the College and has relevant experience or education.

D. Annual Report

    1. Each program/pathway shall address the following areas (using the appropriate institutional form) as part of their annual report:

        a. Instructional Programs

            i.   Program/Pathway Information

            ii. Program/Pathway Statement of Purpose

            iii. Program/Pathway Courses and Outcomes

            iv. Program/Pathway Published Materials

            v.   Trends in Program/Pathway Data

            vi. Equity, Diversity, and Inclusion

            vii. Closing the Loop-Continuous Improvement

            viii. Reflection on the Process

        b. Non-Instructional Programs

            i.   Program Information

            ii. Program Statement of Purpose

       iii.   Program Services and Goals

       iv.   Program Published Materials

       v.   Trends in Program Data

       vi.   Equity, Diversity, and Inclusion

       vii.   Closing the Loop – Continuous Improvement

       viii.   Reflection on the Process

E. 5-Year Program/Pathway Review

    1. Each program/pathway shall address the following areas (using the institutional form) as part of their review:

      a. Basic Information

      b. Mission

      c. Outcomes

      d. Student Success

      e. Diversity, Equity, and Inclusion

      f. Strengthening Communities

        i.   Internal Community

          a) Human Resources

          b) Infrastructure

        ii.   External Community

          a) Engagement

      g. Continuous Improvement: Reflection on the Mission Fulfillment Review Process

B. Timelines

    1. Annual reports must be submitted to Institutional Research & Effectiveness annually on/before June 30th.

    2. Program/pathway reviews must be submitted to Institutional Research & Effectiveness on/before June 30th.

    3. Programs/pathways are exempt from the annual report during the year of their assigned program/pathway review.

    4. Institutional Research & Effectiveness will review reports and program/pathways reviews during Summer quarter and provide feedback to the reviewers before Fall Conference.

    5. Program/pathway reviewers will showcase their program/pathway 5-year review, highlighting both the achievements and opportunities in a short 10-minute presentation at Fall Conference.

      a. Members of the Executive Leadership and Board of Trustees will be invited to participate in the Fall Conference review and discussion of all 5-year program/pathway reviews.

C. Responsibility

    1. It is the responsibility of the leadership within each program/pathway to complete the required annual report and 5-year program/pathway review components and meet all submission deadlines.

Procedure Contact: Vice President, Institutional Effectiveness

Approved by (Department/Body): Dr. Chad Hickox, President

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Last Reviewed/Revised on: