

Program Review & Planning Committee

Fall 2025 Instructional Program Review FAQ

Updated 10-13-2025



Fullerton College

1. When is the self-study due?

Self-studies are to be submitted through the new online form by end-of-day November 7th. They will be forwarded to the Deans who will have until November 28 to review and approve. Once the Dean approves, the information in the self-study will be shared with the chairs. If the Dean suggests edits, it will be routed back to the writing team for edits.

2. Where can I access the data for my self-study?

OIE has developed some PowerBI dashboards that should be accessible to all employees using their fullcoll email address. Use this link to access them: <https://bit.ly/ProgramReview2025>. A recording of our one-hour training video from September is linked on the [Program Review Committees page](#); it includes a run through of the dashboards and questions. We also just posted a [8-minute tutorial](#) on the site.

3. How do I access the new online form? Should I request access to multiple people in my area?

This is the link to the form: <https://l.fullcoll.edu/ProgramReviewApp>

Access has been automatically given to all department coordinators. If they are not the lead writer, you can request access through [this form](#). A [short tutorial](#) on how to navigate the form is available on the site.

4. How many people can access and use the form from the same program?

If a program has a team writing their self-study, we **strongly recommend** that they work on a shared document such as Word Online or Google Docs. Once completed, then 1 or 2 people can enter the data into the form. The form does not allow for multiple users to edit at once, and some sections do not automatically save.

5. How and when will my self-study be reviewed by the Program Review committee?

The committee has developed this guide/rubric to help folks as they write their self-study. The committee will review all the self-studies in the spring.

6. I want to request additional faculty for my area, where do I do that?

Programs that want to request additional faculty should use the Faculty Allocation Committee (FAC) process to do so. The chairs, as well as Senate leadership, want to avoid duplication of efforts, and as such **programs will no longer be penalized in by FAC if they do not request faculty in program review.** You can still discuss staffing needs, and include faculty request as part of your narrative and relevant Strategic Action Plans.

7. What are Strategic Action Plans (SAPs)

SAPs are a critical component of the Program Review process. These are the projects your area will undertake to address any equity gaps you identified in the previous sections of your self-study. **Unlike previous cycles, you will be asked to review your SAPs each year and report back your progress through the annual update process.**

A good SAP should include a summary of the issue, the planned activities you will undertake, and the expected results from completing the project. A good SAP should include references to the data assessed in prior sections of the self-study.

While not required, SAPs may include resource requests. If you did not get funding, you will still need to report progress on your SAP in the annual updates.

8. How will my SAP be funded?

The Program Review committee will review all SAPs using the rubric and will identify SAPs that meet the criteria to the Planning Budget Steering Committee (PBSC). The Program Review co-chairs will also send a list of all the SAPs to each division Dean so that they may work with coordinators to provide PBSC with a ranking of the SAPs within the division. PBSC will use both recommendations and their internal rubric to identify which projects to fund for Fall 2025.

9. What if my SAP is not funded?

In next year's annual update, the committee will review SAPs in the system that have not been funded and identify another set to recommend to PBSC. You will be able to make modifications to your SAPs in fall 2026 through the annual update process. The above will repeat itself in fall 2027 and fall 2028.

10. What is the operational request section and how is it different than SAPs?

Over the years, the committee has noticed a significant uptick in requests that are not tied with SAPs or specific college priorities but are necessary for the day-to-day operations of the program/department. These requests include instructional supplies, office supplies, safety equipment, and building maintenance. The chairs created a separate section of the form to collect these requests. The committee will not review/score them, but rather share them directly with Deans and college leadership to identify funding for any critical items.