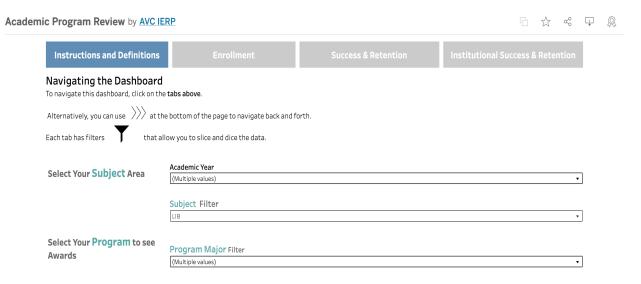
## **Program Review Data Retrieval Instructions**

- 1. Go to the <u>Program Review Data Dashboard</u>. You will find **Success & Retention** and **Enrollment** data here, which are required for Instructional areas.
  - Non-instructional areas may go to <u>AVC IERP</u> link to choose appropriate data to be used for your analysis.
- 2. By default, you will see the **Instructions & Definitions**.



- Under "Academic Year," choose the FOUR most recent academic years.
- Under "Subject," select your subject area (academic discipline).
- Under "Program Major," choose your degree/certificate/program offering(s).
  Note: You may have to unselect majors that were included by default.
- You can now click on both Enrollment and Success & Retention buttons above to access your data.
- 4. For **EACH** button (**Enrollment** and **Success & Retention**), click on the download icon on top or bottom of the page.
  - Select to download the data in image or PDF format.
  - "Open" or "Save" it and then insert (copy/paste) the image of the data page in your Program Review report in Part 5.

In Part 5 of your Program Review Report, you must have these required data inserted:

- Instructional Areas: Success & Retention and Enrollment data
- Non-Instructional Areas: Any supporting data/information