






Program Review Data Retrieval Instructions

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

Academic Program Review by [AVC IERP](#)     


Instructions and Definitions


Enrollment

Success & Retention

Institutional Success & Retention

Navigating the Dashboard
To navigate this dashboard, click on the **tabs** above.

Alternatively, you can use  at the bottom of the page to navigate back and forth.

Each tab has filters  that allow you to slice and dice the data.

Select Your **Subject Area**

Academic Year
(Multiple values)


Subject Filter

LIB

Select Your **Program** to see Awards

Program Major Filter
(Multiple values)

- 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.

3. 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