Procedure Title: Academic Program Review

Impact: Curriculum

Responsibility: Office of Instruction

Effective Date:

Revised Date: 12/18/2024

Reviewed Date

Relates to Policy(s): 4.01

Legal Citation(s):

I. Procedures

A. The chief academic officer will publish a five-year schedule for the routine evaluation of academic programs. In addition, the chief academic officer will determine when a program will be evaluated out of turn, considering such matters as the following: the history and current status of the program, including its size, the quality of its faculty and external factors affecting it, such as licensing requirements.

B. Should a program warrant an evaluation out of turn, the chief academic officer will notify the division chair/director one year in advance that a program will be reviewed.

C. The chair/director will recommend to the dean a self-study committee that will include the division chair/director, program faculty, and other individuals as appropriate.

D. The program review will consist of at least two and no more than three external reviewers. External reviewers should include faculty or program directors from other institutions and may include relevant industry partners.

E. The division chairperson will coordinate the program review and supervise the preparation of a written report by the faculty. The Office of Instruction will provide programs with the report template. The final report should be inclusive of the reviewer's recommendations and a plan of action from the faculty.

F. The completed report will be submitted to the chief academic officer. After studying the report and obtaining clarification from program faculty, the chief academic officer will present recommendations to the Curriculum Council for routine approval. The chief academic officer will recommend to the president one of the following:

    1. Continue the program as presently offered.

    2. Revise or modify the program in specific ways.

3. Phase out or terminate the program.

II. Program Evaluation Guide: Self-Study Outline

A. Program Overview: mission alignment, internal and external demand, goals
B. Programmatic Accreditation (if applicable)
C. Faculty and Staff Profile: headcount, FTE, and credentials
D. Enrollments
E. Program Delivery
F. Students: grades, course completion and graduation rates
G. Curriculum and Assessment
H. Facilities and Resources
I. Articulation Agreements
J. External Program Reviewers Feedback: weaknesses, strengths, and recommendations.
K. External Reviewers Feedback on the Program Review Process
L. Program Action Plan