Academic Program Review

**Program Review Documents should be completed and submitted to the appropriate dean/reporting supervisor and the assessment coordinator no later than June 30th, 2020. If needed, the program can reach out to the assessment coordinator with any data requests needed to complete the self-study.**

In section I, provide a summary of key findings, takeaways, and proposed courses of action. This section is written last.

**I. Executive Summary**

a. Summary

* *Summarize key findings from the program document,*
* *Provide any takeaways from the self-review process,*
* *Discuss proposed future actions for the program.*

In section II, provide a brief description of the program for someone who may not have direct interactions with the program. A more detailed explanation of the program will be included throughout the review document.

**II. Overview**

* 1. Narrative
     + *State the purpose of the program and its contributions to the college and community.*
     + *How does the program gather input from and/or respond to community needs?*
     + *How long has the program existed?*
     + *When was the last program review?*
  2. Program goals
     + *Define the program goals.*
     + *Describe how the program goals are tied to the institutional mission statement.*
  3. Decision making
     + *Describe the communication process within the program.*
     + *Describe how decisions are made within the program.*
     + *Define any outside agencies that inform decision making and their scope.*
  4. A statement of the program’s accomplishments in support of the College’s current strategic plan
     + *Provide the goals from the strategic plan that the program contributes to.*
     + *Provide evidence on how the program has been contributing to the strategic plan.*

In the following sections III-V, provide a detailed description and provide evidence and data to support the claims.

**III. Teaching and Learning**

1. Program requirements and course offerings
   * 1. Degrees and Certificates
        + *Discuss any changes to the degree and certificate outcomes within the program.*
        + *Discuss any opportunities and impacts to the program from changes to degrees and certificates at the college.*
     2. Course Offerings
        + *Discuss course offerings, types of courses, modalities, scheduling of courses and frequency of offerings.*
     3. Enrollment and student success information for the previous five years
        + *Elaborate on any patterns of student success,*
        + *Discuss other data collected by the program if desired.*
2. Licensure/certifications of students
   * *Discuss what licensures/certifications students may be able to obtain upon completion of the program.*
   * *Outline the requirements for each licensure/certification.*
   * *Describe how the program contributes to the student’s ability to achieve the current licensures/certifications.*
   * *Discuss any impediments to the student obtaining the licensures/certifications.*
3. Curriculum
4. Course outline reviews and updates
   * + - *Define how often course outlines are reviewed and updated.*
       - *Discuss changes made to the course outcomes since the last program review.*
       - *Discuss the effects these changes have had on the program.*
5. Discuss the delivery methods of courses
6. Other curriculum changes
   * + - *Describe any curricular changes since the last program review such as program outcome changes, pedagogy, software updates, different delivery methods, or different time offerings.*
       - *Note any impending course changes.*
       - *Discuss the effects these changes have had on the program.*
7. Articulation
   * *Describe the program’s participation in Articulation Tasks Forces.*
   * *Discuss changes in transferable courses.*
   * *Provide elaboration on any courses that are only transferable as electives or non-transferable.*
   * *Discuss at what level of transfer or workforce the curriculum prepares students for.*
8. Is the program accredited by a programmatic accrediting agency? If so, name the agency and include the status of the most recent accreditation.
9. Teaching loads
   * *Provide a description of the responsibilities and loads of the full-time faculty.*
   * *Provide a description of the responsibilities and loads of the part-time faculty.*
   * *Discuss any release time of the full-time faculty.*
10. Faculty credentials
    * *Describe minimum credentials needed to teach in the program.*
    * *Discuss any specializations or achievements of the current faculty*
11. Student Learning Assessment
    * *Provide detailed descriptions on types of assessment used to measure student learning.*
    * *Discuss any participation in class or section level assessments that were conducted and the results since the last program review.*
    * *Describe any program level assessments that were conducted and the results since the last program review.*
    * *Record any observations or trends found within the student learning assessment data.*

**IV. Facilities and Resources**

* 1. Specify any designated space that is primarily for the program’s use since the last program review.
     + *Describe how well the designated facilities contribute to the program’s overall student success.*
  2. Specify the designated equipment used primarily for the program’s use.
     + *Describe how well the designated equipment contributes to the program’s overall student success.*
  3. Specify any designated equipment purchased primarily for the program’s use since the last program review.
     + *Describe how well the designated equipment contributes to the program’s overall student success.*
  4. Specify any designated budget and differential tuition that is primarily for the program’s use.

**V. Analysis and Reflection**

1. Strengths, Weakness, and Challenges Analysis

*This section should include related industry trends/academic program educational trends that support the program and its decisions in relation to the preparation of the students.*

* + - What do you see as internal strengths of the program?
      * *Provide evidence and data to support answers.*
    - What do you see as internal weaknesses of the program?
      * *Provide evidence and data to support answers.*
    - What do you see as opportunities for the program?
    - What do you see as challenges of the program?
      * *Provide any challenges that the program has faced since the last program review and the results.*
      * *Provide any challenges the program is facing now internally and externally.*
      * *Discuss any challenges for the students completing a certificate or degree.*
  1. Previous Recommendations and Results
     1. List recommendations that were received at the last program review.
        + *Elaborate on actions taken on recommendations and effects on the programs.*
     2. List any recommendations from Program Advisory Committees/Councils (if applicable).
        + *Elaborate on any actions take on recommendations and effect on the program.*

**VI. Recommendations**

Provide recommendations for specific actions for continuous improvement of the program.

1. Five Year Plan
   * + *Where will this program be in five years?*
   1. Action Plan/Recommendations (To be completed in the next five years). List action items in order of priority of completion.
      1. Action Item #
      2. Anticipated date for completion
      3. List the potential benefits to student success
      4. Status update (Only update at Annual Review Meeting)
      5. Last reviewed date

**Appendix**

* + *Documents mentioned throughout program review above*
  + *Other documents as needed to support program review*