Program Review Process

Purpose

The program review process is a comprehensive evaluation of the effectiveness of a college program. It is a continuous process involving faculty and college leadership which ascertains that instructional goals and the mission of the college are met according to the Academic Master Plan. This process also ensures that programs meet certification and accreditation requirements.

Process

1. The deans will meet as a group on an annual basis and carry out a “health check” on all programs.
2. A health check is a review based on the asterisked benchmarks listed below.
3. This informal annual review identifies specific issues or potential problems in individual programs or disciplines and subsequently implements immediate remedies and modification.
4. If the dean determines that there are issues of concern, all benchmarks will be evaluated and the dean will meet with department personnel to review the data.
5. This meeting will determine if it is necessary to develop a program improvement plan.
6. All new, emerging programs will develop a program improvement plan.

Benchmarks

1. Annualized student FTE*
2. Program Revenue vs. Costs*

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Program Costs</th>
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<tbody>
<tr>
<td>a. Tuition</td>
<td>a. Faculty</td>
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<tr>
<td>b. COF Stipend</td>
<td>b. Adjuncts</td>
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<tr>
<td>c. Course Fees</td>
<td>c. Program specific staff (lab assistants, etc.)</td>
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<tr>
<td>d. Grants (including Perkins allocations)</td>
<td>d. OCE</td>
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<tr>
<td>e. Donations</td>
<td>e. Professional Development</td>
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<td></td>
<td>f. Space rental</td>
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<td>g. Accreditation fees as applicable</td>
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<td>h. Average Carl Perkins expenditures over last 3 years</td>
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3. Ratio of fulltime faculty to student FTE*
4. Completers from last 3 years*
5. Average section enrollment for the last 3 years
6. Number of students (unduplicated by the year) for last 3 years
7. Transfer Rates for AA, AS programs, and AAS as applicable
8. Job placement rates
9. Classroom and lab space utilization
10. Feedback from student/faculty evaluations
11. Cost per FTE
Program Improvement Plan

The deans will meet in early August to review program health checks. If a program has symptoms of concern, the dean will meet with the department chair, program faculty, the advisory committee (if applicable), and other constituents to review the data and discuss the problems/issues. Based on benchmark data and trends, either the program will be discontinued, or the dean and others involved individuals will develop a program improvement plan.

If program personnel decide to develop a program improvement plan, they will consider the factors listed below. This plan will include expectations, course(s) of actions, and a timeline.

Issues to be considered in developing a program improvement plan include:
   1. Methods/processes to build program FTE
   2. Predicted market demands and job trends/needs for program graduates
   3. Frequency for updating equipment or software
   4. How the use of technology can assist in keeping the program current
   5. Future technology equipment needs of the program
   6. Existing community resources and/or partnerships
   7. Partnerships or consortia that could be strengthened or established to expand this program
   8. Competition and how it impacts the program
   9. Potential to offer this program by other delivery methods

Program Phase-out

When a program reaches the discontinuation decision point, a Phase-Out Plan will be developed in accordance with BP 3-20 and 3-22. The primary concern at this stage is to maintain the integrity of educational services to students during the phase-out period and to provide assistance to students to assure, insofar as possible, that they have the opportunity to complete the program.