



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3030: Academic Program Review
Origination: 01-04-2019
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Reviewed:
Last Updated:

Subject: Academic Program Review

1. PURPOSE

This policy statement provides guidelines for the regular review of credit-bearing programs for which an Associate of Arts, Associate of Science, Associate of Applied Science, or Certificate may be granted to a student by Northern Pennsylvania Regional College upon successful program completion.

2. SCOPE AND APPLICABILITY

This policy is applicable to all credit-bearing degree and certificate programs at Northern Pennsylvania Regional College and all personnel responsible for administration of those programs.

3. REFERENCES

- 3.1 INDX-0010 Master Policy Index
- 3.2 NPRC-3015 General Education Philosophy and Goals
- 3.3 NPRC-3025 Assessment of Student Learning
- 3.4 NPRC-3035 Course Syllabus Adoption and Use

4. DEFINITIONS

- 4.1 Academic program of study refers to a credit-bearing program whose curriculum is composed of required coursework whose successful completion leads to an Associate of Arts, Associate of Science, Associate of Applied Science, or a Certificate.
- 4.2 A Comprehensive Program Review is a collaborative and ongoing process in which an extensive review of an academic program is conducted. A Comprehensive Program Review assesses a program's viability, adequacy, and efficacy in alignment

with the mission of the college and which is conducted in a constructive, evidence-based manner periodically in accordance with the Program Review Calendar.

- 4.3 The Program Review Calendar establishes the timeline for the review of academic programs and includes deadlines for submission to and review by College constituencies.
- 4.4 Viability of a program is the ability of a program to sustain adequate enrollment, service, and successful completion needed to fulfill the institution's plan for fiscal responsibility.
- 4.5 Adequacy of a program is the ability of a program to meet the needs of the population served.
- 4.6 Efficacy of a program is the ability to accomplish the goals of the program in support of the mission of the College.
- 4.7 A Program Advisory Committee is an established group with a minimum of three individuals who possess skills, knowledge, and experience related to content of a program. Members of Program Advisory Committees provide advice and recommendations concerning, but not limited to, the curriculum, teaching and learning, and outcomes of a program.
- 4.8 An External Evaluation Team is group of two or more individuals with recognized expertise in a field or discipline appropriate for the assessment of a program's curriculum.

5. POLICY

- 5.1 A comprehensive program review of each academic program shall be conducted
 - 5.1.1 Once within each five-year period in accordance with the program review calendar for academic programs without external accreditation.
 - 5.1.2 According to the timeline required by the external accreditation agency for academic programs with external accreditation with no more than five years elapsing between each comprehensive program review.
- 5.2 Comprehensive program reviews shall be advanced through the College's governance process to provide
 - 5.2.1 Continuous improvement of the College's curriculum;

- 5.2.2 Continuous improvement of student learning;
 - 5.2.3 A system of checks and balances for maintaining the College's commitment to its mission and allocation of human and financial resources.
- 5.3 All programs shall have a Program Advisory Committee or shall utilize an External Evaluation Team as part of the program review process.
- 5.4 A Program Advisory Committee shall consist of volunteers from the external college community who possess knowledge, skills, and experience associated with the program and employees of the College who volunteer or are appointed by the President of the College or designee.
- 5.5 An External Evaluation Team shall consist of at least two individuals who
- 5.5.1 Are not regular employees of the College in a full-time or part-time capacity;
 - 5.5.2 Are not members of the Board of Trustees; and
 - 5.5.3 Have no conflict of interest regarding the outcome or findings of the program review.
- 5.6 At a minimum, input shall be solicited annually from each Program Advisory Committee or External Evaluation Team.
- 5.7 Comprehensive program reviews shall include
- 5.7.1 A summary of the previous comprehensive program review, when applicable;
 - 5.7.2 An analysis of the programs viability, including
 - 5.7.2.1 Metrics associated with program participants, including, major count; graduate count; average, high, and low enrollment in most and least populated courses in major; successful class completion ratios;
 - 5.7.2.2 Demographics of population served, as available, including, but not limited to, sex, ethnicity, age, educational level of parents, household composition, employment status;
 - 5.7.2.3 An analysis of the program's diversity, which, in addition to traditional demographic metrics, may include criteria for textbook selection; multi-cultural perspectives on course content, and pedagogical approaches that recognize and build on differences in learning styles; and

- 5.7.2.4 Placement and/or transfer data for graduates, including, as applicable, job trends; transfer agreements; and graduate satisfaction surveys.
- 5.7.3 An analysis of the program's adequacy, including,
 - 5.7.3.1 An assessment of the program's resources, including, staffing; facilities; instructional methods and materials; professional preparation of faculty; professional development activities, support, and participation; technology utilized; student services; library and other learning resources; and projected program direction and needs;
 - 5.7.3.2 An assessment of scheduling of the program's courses to include frequency of offerings, adequacy of quantity and timing of offerings, and the plan for future offerings;
- 5.7.4 An analysis of the program's efficacy, including
 - 5.7.4.1 Information related to the assessment of student learning, including,
 - 5.7.4.1.1 The program's Annual Program Assessment Report with analysis. Refer to NPRC-3025 Assessment of Student Learning;
 - 5.7.4.1.2 The Annual General Education Assessment Report. Refer to NPRC-3015 General Education Philosophy and Goals;
 - 5.7.4.1.3 The program's objectives and a matrix illustrating the program courses in which the objectives are addressed and/or assessed;
 - 5.7.4.1.4 A summary of the assessment over the term of the review, to include, identified strengths; actions taken based upon identified areas for improvement and results of those actions; and future assessment plans and resources needed;
 - 5.7.4.1.5 A list of members of the Program Advisory Committee; minutes of committee meeting(s) conducted in-person, virtually, or through correspondence; and actions taken due to committee recommendations; and
 - 5.7.4.1.6 A sample syllabus for program curricula to include the required common components in compliance with NPRC-3035 Course Syllabus Adoption and Use.

- 5.7.5 An analysis of areas in which the program exemplifies excellence and areas with opportunity for improvement exist.
- 5.7.6 Recommendation for continuation of the program with no corrective action; recommendation for continuation of the program with corrective action; or recommendation to discontinue and close the program.
- 5.8 The College shall post Comprehensive Program Reviews on its website for a fifteen-day opportunity for public comment prior to submission to the Board of Trustees. Comments received shall be submitted to the Board of Trustees with the review.
- 5.9 Upon conclusion of the Comprehensive Program Review process, in response to the recommendation(s) provided within the review, the Board of Trustees may elect to approve the program for continuation with no corrective action; approve the program for continuation with corrective action; or discontinue and close the program.
- 5.10 Upon issuance of the response from the Board of Trustees,
 - 5.10.1 Programs approved for continuance with no corrective action shall resume ordinary operations without interruption or deviation.
 - 5.10.2 For programs approved for continuance with corrective action, implementation of recommended actions shall commence immediately and a follow-up report addressing actions taken shall be submitted the next year through the same governance steps with the same response options available as provided for the Comprehensive Program Review.
 - 5.10.3 For programs to be discontinued and closed, a follow-up plan for the teach-out of the program must be submitted within sixty calendar days through the same governance steps as provided for the Comprehensive Program Review.
- 5.11 Comprehensive Program Reviews, Follow-Up Reports, and related responses from the Board of Trustees shall be made available to the public on the College's website.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Faculty are required to participate in the program review process. Participation includes, but may not be limited to,
 - 6.1.1 Submission of documents pertaining to education, licensure, and professional development completed;

- 6.1.2 Submission of documents and/or completion of activities associated with assessment of student learning, including, but not limited to, assessment of general education, program, and course goals;
 - 6.1.3 Submission of requested evidentiary artifacts;
 - 6.1.4 Active participation in committee meetings; workshops or training; advisory committee meetings; or other activities associated with the program review process and the dissemination of its results.
- 6.2 Students and staff are expected to respond in a timely manner to requests for information associated with the program review process.
- 6.3 The Program Coordinator of the academic program under review or designee of the Dean of Curriculum and Instruction is responsible for submitting Comprehensive Program Review(s) to the Vice President of Academic and Student Affairs prior to the deadline for submission of midterm grades for the fall term following the academic year(s) for which the review is conducted.
- 6.4 The Vice President of Academic and Student Affairs is responsible for evaluating Comprehensive Program Reviews as presented and shall submit the final approved reviews to the President's Cabinet for informational and planning purposes prior to the deadline for withdrawal from course(s) for the fall term following the academic year(s) for which the review is conducted.
- 6.5 The President's Cabinet is responsible for assessing Comprehensive Program Reviews and submitting approved reviews to the Academic Affairs Committee for review, approval, and comment prior to the deadline for submission of grades for the fall term following the academic year for which the review is conducted.
- 6.6 Upon receipt of the response of the Academic Affairs Committee, the President's Cabinet is responsible for submitting the review and response to the Board of Trustees for consideration at the next regular meeting.
- 6.7 Upon receipt and review of a Comprehensive Program Review, the Board of Trustees is responsible for acting upon the information and recommendation(s) provided by the review within forty-five calendar days of the business meeting at which the review is presented.
- 6.8 The Dean of Curriculum and Instruction or designee is responsible for dissemination of program reviews to faculty. Such dissemination may occur through presentation(s)

at committee meetings; via faculty workshops or training; at advisory committee meetings; and/or electronic dissemination.

6.9 The Chief of Staff or designee shall be responsible for public posting of Comprehensive Program Reviews on the college’s website in compliance with policy timeline.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination