Subject: Academic Program Review

1. PURPOSE

This policy statement provides guidelines for the regular review of credit-bearing programs.

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

3.1 Program Reviews are annual reviews to assess a program's viability, adequacy, and efficacy in alignment with the mission of the college, which are conducted in a constructive, evidence-based manner.

3.2 Program viability is the ability to sustain the enrollment needed to fulfill the institution's plan for fiscal responsibility.

3.3 Program adequacy is the ability to meet the needs of the population and region served.

3.4 Program efficacy is the ability to accomplish the goals of the program in support of the mission of the College.

4. POLICY

4.1 Annual program review will be conducted for each academic and certificate program.

4.2 Program review is designed to provide

    4.2.1 Continuous improvement of the curriculum and student learning and

    4.2.2 A system of checks and balances for maintaining the College's commitment to its mission and allocation of resources.

4.3   Program reviews shall include a summary of the previous program review, a summary of strengths and areas of improvement, plans of action to address areas of improvement, how any plans for action have been met since the previous review, and new recommendations or goals. They will include analyses of program viability, adequacy, and efficacy.

4.4   Analysis of program viability may include, but is not limited to, numbers of majors, course enrollment, and revenue/expense ratios.

4.5   Analysis of program adequacy may include, but is not limited to, student demographics, graduation rates, job placement, and transfer data.

4.6   Analysis of program efficacy may include, but is not limited to, the program's objectives and a matrix illustrating the program courses in which the objectives are addressed and/or assessed, successful class completion, student learning, and curriculum review.

4.7   Assessment of student learning must include:

   4.7.1   The annual assessment of at least one program goal for each program and certificate, where all goals must be assessed at least once every five years and

   4.7.2   An Annual Assessment Plan that identifies the goal(s) to be assessed and a minimum of two measures, one of which must be directly measurable and outline the mechanism or instrument to be used.

4.8   Programs with substantial concerns following program review and assessment will be brought to the Board of Trustees with a proposal for one of the following actions:

   4.8.1   Recommendation for continuation of the program with steps for improvement or

   4.8.2   Recommendation to discontinue and close the program.

4.9   Programs approved for continuance will implement recommended actions immediately and a report of those actions shall be included with the next program review.

4.10 Programs to be discontinued and closed will be required to develop and submit a follow-up plan for the teach-out of the program to the Vice President of Academic and Student within 60 calendar days.

5. RESPONSIBILITIES AND TIMELINES

5.1 Faculty are required to actively participate in all aspects of the program review process.

5.2 Students, faculty, and staff are expected to respond in a timely manner to requests for information associated with the program review process.

5.3 The Program Coordinator or designee of the Dean of Curriculum and Instruction is responsible for submitting the Program Review to the Vice President of Academic and Student Affairs on the date designated by the VPASA.

5.4 The VPASA is responsible for evaluating Program Reviews and submitting reviews to the President's Cabinet within 30 calendar days of receipt.

5.5 The President's Cabinet is responsible for ensuring that any recommendations stemming from program reviews that have financial implications are considered along with the College's financial planning.

5.6 In collaboration with the VPASA, the Dean of Curriculum and Instruction or designee is responsible for disseminating the results of program reviews to faculty. Such dissemination may occur through presentation(s) at committee meetings; via faculty meetings, at advisory committee meetings; and/or electronic dissemination.

6 SIGNATURES

_____   8-5-2020
Chair, Board of Trustees   Date

_____   8/5/2020
President   Date

Attachments: None
Distribution: Board of Trustees; https://regionalcollegepa.org
Revision Notes: Policy in Origination