NPRC-3030: Academic Program Review
Origination: 01-04-2019
Approved: 02-15-2019; 03-14-2025
Effective: 02-05-2019; 03-14-2025
Reviewed: 12-04-2024; 01-14-2025; 02-25-2025
Last Updated: 12-04-2024; 01-21-2025; 02-25-2025

Academic Program Review

1. PURPOSE

This policy statement provides guidelines for the regular review of credit-bearing programs at Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

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

3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 INDX-1110: Master Policy Index

3.3 FORM-3030-01: Annual Academic Program Review Template

3.4 FORM-3030-02: Academic Program Review Cycle Summary

3.5 PROC-3030: Academic Program Review Procedure and Timeline

4. DEFINITIONS

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

4.2 Program review cycle summaries are analyses that aggregate data from multiple program reviews and institutional data to provide holistic evaluation of a program's efficacy, viability, and adequacy over a multi-year period of time designated as a program review cycle.

4.3 Program efficacy is the ability to demonstrate proficiency of student learning outcomes via rigorous coursework aligned with goals of the program and ongoing professional development of program faculty.

4.4 Program viability is the ability to sustain enrollment while maintaining fiscal responsibility.

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4.5 Program adequacy is the ability to prepare students to meet the educational and economic needs of the population and region served and incorporate changes to program courses or degree requirements within an academic year.

5 POLICY

5.1 An annual program review will be conducted for each academic degree program.

5.1.1 Certificates embedded within degree programs are reviewed inclusive of the annual program review.

5.2 Program reviews shall be conducted annually using FORM-3030-01: Annual Academic Program Review Template and following the timeline in PROC-3030: Academic Program Review Procedure and Timeline.

5.3 At the conclusion of a program review cycle, FORM-3030-02: Academic Program Review Cycle Summary will be completed according to the timeline in PROC-3030: Academic Program Review Procedure and Timeline.

5.4 Programs may be considered as having substantial or sustained concerns if over a period of 2 or more years in Annual Academic Program Reviews or following an Academic Program Review Cycle Summary there is a

5.4.1 Persistent underperformance of efficacy as measured by student proficiency in one more program goals and/or lack of on-going professional development by program faculty;

5.4.2 Statistically significant decline in viability metrics of enrollment and/or fiscal responsibility;

5.4.3 Ongoing inadequacy determined by declining employment opportunities within degree program fields within the region or feedback from regional employers regarding under-preparedness of program graduates

5.5 Programs identified with substantial or sustained concerns may be recommended by the Vice President of Academics (VPA) to be brought to the Board of Trustees with a proposal for one of the following actions:

5.5.1 Recommendation for continuation of the program with steps for improvement to be documented in the subsequent Academic Program Review; or

5.5.2 Recommendation to discontinue and close the program.

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5.5.2.1 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 Academics (VPA)within 60 calendar days.

6   RESPONSIBILITIES AND TIMELINES

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

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

6.3 The appropriate Academic Director or designee is responsible for submitting the Program Review to the VPA on the date designated by the VPA.

6.4 The VPA is responsible for evaluating Program Reviews and submitting reviews to the President's Council within 30 calendar days of receipt.

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

6.6 In collaboration with the VPA, the Appropriate Academic Director or designee is responsible for disseminating the results of program reviews to faculty. Such dissemination may occur through presentation(s) at Faculty Advisory Council meetings, Faculty Development Days, Advisory Committee meetings; and/or electronic dissemination.

7   REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8   SIGNATURES

Signature on file   *3/14/25*

_____   _____

Chairperson, Board of Trustees   Date
Signature on file   *3/14/25*

_____   _____

President   Date

Revision Notes: Policy in Revision