

CCSN Policy	Section: ACF	Number: 15
Title: Academic Program Review		Policy Effective Date: <u>January 4, 2007</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>January 4, 2007</u> CCSN President Date</p> <hr/> <p>Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary</p> <p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Alok Pandey</u> <u>December 28, 2006</u> Faculty Senate Chair Date</p>		

ACADEMIC PROGRAM REVIEW

CCSN reviews academic programs pursuant to policies of the Nevada Board of Regents. Reviews are conducted under the direction of the CCSN Vice President for Academic Affairs (VPAA) following a rotating schedule (see Appendix A) and are submitted to the CCSN President, the NSHE Office, and the Board of Regents. Systematic program review is a significant dimension of the CCSN assessment program.

A. PURPOSE OF ACADEMIC PROGRAM REVIEWS: The purpose of Academic Program Review is to improve the quality of academic programs. The review provides information, analysis, and evaluation that will assist the college to identify program strengths, suggest areas for improvement, and make commendations and recommendations. Program reviews address and evaluate the relevance of the academic program to community needs and the academic needs of the college.

B. CHARACTERISTICS OF ACADEMIC PROGRAM REVIEWS: Academic Program Reviews are faculty driven with the review process involving faculty from the program being reviewed, and external review from other institutions if possible. Academic Program Reviews occur on a regular cycle (See Appendix A). No program may be required to undergo review more often than every five years except as requested by the VPAA. Departments may voluntarily conduct a program review earlier than scheduled. Academic Program Reviews are evaluative as well as descriptive. Academic Program Reviews are forward looking focusing on continuous improvement. Their purpose is to improve the quality of certificate and degree programs. They are concise, balanced, and accurate, and result in an action plan that will be implemented by the faculty.

C. DEFINITIONS:

1. **Academic Program** is an instructional program leading toward a certificate or degree or resulting in credits which can count for obtaining a certificate or degree.
2. **Academic Standards Committee (ASC)** is a standing committee of the Faculty Senate with members appointed by the Faculty Senate Chair. Ex Officio representation on the ASC may be provided by the office of Curriculum and Scheduling.
3. **Program Review Committee (PRC)** is a committee appointed by the department chair and approved by the appropriate Dean to review the selected program and write the Program Review Document. The committee shall consist of three faculty members from the reviewed program. If that is not possible, the committee shall consist of as many

faculty who teach in the program as possible, with the others appointed from the department in which the program resides.

4. **External Reviewers** are faculty or administrators from outside CCSN who examine the Program Review Document and may spend time on campus interviewing students, faculty and administrators and examine program resources (library, facilities, technical, etc.). External reviewers will consist of at least two faculty members, one representing a NSHE institution and a second representing a national perspective. The purpose of external reviewers is to provide additional perspective. Programs whose degree or certificates are accredited or are seeking specialized accreditation may substitute the evaluation of the accrediting team for the external review. External reviewers are selected by the department chair, dean, and VPAA. The VPAA provides compensation for external reviewers.

D. ACADEMIC PROGRAM REVIEW PROCESS:

1. The Academic Standards Committee oversees and monitors the Academic Program Review Process. The ASC meets at least once each semester to identify programs to be reviewed (fall meeting), and review and comment on the Academic Program Review Document and the External Review Report generated by the process (spring meeting).
2. The Vice President for Academic Affairs notifies the appropriate Dean and the Academic Standards Committee of a scheduled program review. Upon being notified by the VPAA, the Dean notifies the appropriate department chair of the scheduled review, asks the department chair to appoint a Program Review Committee (PRC), and requests all relevant program information from Institutional Research. This information is provided to the Program Review Committee. The VPAA, Dean, and Department Chair work cooperatively to identify appropriate and qualified external reviewers.
3. Upon notification by the Dean the Department Chair appoints the Program Review Committee, designates the chair of that committee and forwards the names of those appointed to the Dean for confirmation. The Department Chair gathers all additional material needed for the program review (course syllabi, college catalogues, etc.) and provides them to the Program Review Committee.
4. The Program Review Committee reviews the material provided by the Dean, Office of Institutional Research, and the Department Chair. Following the criteria and format outlined in Appendix B of this document, the Program Review Committee analyzes the data and information and prepares a Program Review Document. (A self study prepared for specialized accreditation may satisfy this requirement.)

5. Upon completion the Program Review Document is forwarded by the chair of the Program Review Committee to the appropriate Department Chair. The Department Chair reviews the draft Program Review Document and forwards it, along with his/her comments and recommendations as specified in Appendix B, to the appropriate Dean. The Dean reviews the Program Review Document and provides the information requested in Appendix B specific to the Dean, then forwards it, along with his report and comments and the chair's comments and recommendations to the VPAA. The VPAA forwards a copy of the Program Review Document, along with all comments and recommendations, to the ASC and the External Reviewers.
6. The External Reviewers consider the Program Review Document and comments as well as any supporting materials provided. The External Reviewers may spend time on campus interviewing students, faculty and administrators and looking at program resources (library, facilities, technical). The External Reviewers prepare a report of their findings and recommendations. Copies of the External Reviewers Report are sent to the VPAA who sends them to the Program Review Committee, the Department Chair, the Dean, and the ASC.
7. The Program Review Committee, Department Chair, and Dean review the External Review Report and comment. Their comments are sent to the VPAA. The VPAA forwards the comments to the ASC.
8. The ASC reviews the Program Review Document, comments and recommendations, and the External Review Report, comments and recommendations. The ASC drafts commendations and recommendations which are sent to the VPAA and the Faculty Senate Chair.
9. The VPAA summarizes all findings and recommendations and forwards them to the CCSN President.

E. TIMELINE

September

- VPAA notifies Dean and the ASC of scheduled review
- Dean notifies Department Chair of scheduled review
- Department Chair appoints Program Review Committee
- Program Review Committee finalized by last working day of September
- VPAA, Dean, and Department Chair begin process of identifying external reviewers

October

- Program Review Committee reviews and analyzes information and drafts Program Review Document

- VPAA, Dean and Department chair continue process of identifying external reviewers

November

- Program Review Committee reviews and analyzes information and drafts Program Review Document
- Program Review Document completed by the last working day of November
- VPAA, Dean and Department Chair identify external reviewers by last working day of November

December

- Program Review Document forwarded to Department Chair who adds comments as specified in Appendix B.
- Chair forwards Program Review Document to Dean no later than the tenth working day of December. The Dean reviews and comments as specified in Appendix B.
- Dean forwards Program Review to VPAA and ASC with comments by the last working day of December.

January

- Program Review Document is sent to External Reviewers by the VPAA.
- External Reviewers consider document
- External Reviewers may visit campus

February

- External Reviewers consider document
- External Reviewers may visit campus
- External Reviewers draft External Review Report
- External Review Report received by Program Review Committee, Department Chair, Dean, VPAA, by last working day of February

March

- Program Review Committee, Department Chair, and Dean review the External Review Report and comment.
- Comments on the External Review Report by the Program Review Committee, Department Chair, and Dean are sent to the VPAA.
- VPAA sends the External Review Report and all comments to the ASC by the last working day of March

April

- ASC reviews Program Review Document, recommendations and comments
- ASC reviews External Review Report, recommendations and comments
- ASC drafts recommendations regarding changes to the reviewed program

- ASC forwards their recommendations to the VPAA and the Faculty Senate Chair by the last working day of the spring semester.

F. RESPONSIBILITIES

1. VPAA

- Notifies the appropriate Dean of a scheduled program review
- Notifies the ASC of a scheduled program review
- Collaborates with the Dean and Department Chair to identify External Reviewers
- Provides compensation for External Reviewers
- Reviews and comments on the Program Review Document
- Forwards Program Review Document to the ASC
- Reviews and comments on the External Review Report
- Forwards External Review Report to the ASC
- Receives the commendations and recommendations of the ASC
- Summarizes all findings and recommendations and forwards them to the CCSN President

2. Dean

- Coordinates and monitors the internal and external review process for all programs in the division
- Notifies the department chair of a scheduled program review
- Requests Department Chair to appoint Program Review Committee
- Confirms Program Review Committee
- Asks Institutional Research to furnish all relevant data
- Collaborates with VPAA and Department Chair to identify External Reviewers
- Reviews and comments on the Program Review Document
- Provides comments as specified in Appendix B
- Reviews and comments on the External Review Report

3. Department Chair

- Appoints Program Review Committee.
- Designates Chair of Program Review Committee.
- Forwards the names of the designated Program Review Committee and the chair to the Dean for confirmation.
- Gathers all needed material (course syllabi, college catalogues, etc.) and provides it to the PRC.
- Summarizes student ratings of teaching and provides the summary only to the PRC.
- Reviews and comments on the Program Review Document.
- Provides comments as specified in Appendix B.
- Reviews and comments on the External Review Report .

4. Program Review Committee

- Reviews criteria in Appendix B.
 - Analyzes available data.
 - Prepares Program Review Document.
 - Forwards Program Review Document to Department Chair.
 - Reviews and comments on the External Review Report.
5. External Reviewers
- Review Program Review Document.
 - May Interview Program faculty, students, and/or administrators.
 - May Examine Program resources: library, facilities, technical.
 - Prepare External Review Report.
 - Provide External Review Report to the VPAA.
6. Academic Standards Committee
- Monitors process ensuring that program reviews are initiated and completed.
 - Receives and reviews Program Review Document and comments.
 - Receives and reviews External Reviewer Report and comments.
 - Drafts commendations and recommendations and forwards to VPAA and Faculty Senate Chair.

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APPENDIX A SCHEDULE OF PROGRAM REVIEWS

During the academic year indicated, all programs in the units specified will be reviewed.

Programs with specialized accreditation may be reviewed on their accreditation cycle.

2005-06 NWSC self-study; ABET and other specialized accreditation visits

2006-07 NWSC evaluation visit; ACBSP self study.

2007-08 Division of Science and Mathematics and other programs as may be selected by the VPAA. Process completed by the last working day of spring 2008 semester.

2008-09 Divisions of Health Science, and Advanced and Applied Technology, and other programs as may be selected by the VPAA. Process completed by the last working day of spring 2009 semester.

2009-10 Divisions of Arts and Letters and Information Technology and Telecommunications, and other programs as may be selected by the VPAA. Process completed by the last working day of spring 2010 semester.

2010-11 Division of Social Science and Education and the Library, and other programs as may be selected by the VPAA. Process completed by the last working day of spring 2011 semester.

2011 NWSC Interim report and visit reports due as requested by NWSC

**APPENDIX B
CRITERIA FOR ACADEMIC PROGRAM REVIEWS**

A. INFORMATION PROVIDED BY OFFICE OF INSTITUTIONAL RESEARCH. The Office of Institutional Research will provide all relevant statistical information regarding the reviewed program for the fall and spring semesters of the previous five years. This information will include, but not be limited to, duplicated and unduplicated headcount, FTE generated by the program, numbers of sections offered, numbers of students enrolled in program courses, grades earned in program courses, completion rates in program courses, number of students earning certificates and/or degrees in program courses, average number of credits to graduation, and/or budget information.

B. INFORMATION PROVIDED BY DIVISION AND/OR DEPARTMENT. The division and/or department will provide additional information including, but not limited to, number of full time faculty who teach program courses, number of part time faculty who teach program courses, number of sections offered by full time faculty, number of sections offered by part time faculty, faculty profiles, student learning outcomes, summary of student evaluations of teaching, and /or course syllabi.

FORMAT FOR ACADEMIC PROGRAM REVIEWS

MISSION STATEMENT

- Provide copy of college mission statement
- Provide copy of program mission statement where available
- Explain the relationship of the program to the college mission

INSTITUTIONAL RESEARCH DATA

- Include data provided by Office of Institutional Research
- Comment on trends identified in the data
- Compare, if possible, with programs in other institutions
- Discuss, where applicable, impact of accreditation

FACULTY INFORMATION

- Provide a faculty profile for each full time and part time faculty member who teaches in the program. This profile will include a summary of qualifications, tenure status, scholarly/creative activity, institutional and professional service, and professional development activities for the previous five years.
- Describe indicators of teaching and advising quality (this will include but not be limited to, innovative features of the program related to teaching, special awards, teaching accomplishments of the faculty, advising success,

- advanced degrees earned, workshops attended, and/or papers presented).
- Summarize student evaluations of teaching by program.

STUDENT INFORMATION AND ASSESSMENT

- Provide a summary student profile including program selectivity (limited entry programs), GPA averages in program courses and average number of credits to graduation
- Provide information regarding student completers which gives evidence program graduates achieve success appropriate to the discipline. This evidence might include, where possible, the number of completers employed in areas related to the program, and/or the number of completers pursuing educational goals at a transfer institutions.
- Provide a copy of the student learning outcomes for the program
- Provide evidence of how the student learning outcomes are measured
- Provide evidence of how academic quality is assessed and maintained in all modes of delivery.

CURRICULUM INFORMATION

- Provide evidence of curricular strength or weakness. This may include, but is not limited to, pass rates on certification or licensure exams, accreditation or other external review reports, results of exit exams, awards and honors, explanations of course rotations and sequencing, results of satisfaction surveys.
- Provide evidence of curricular analysis ensuring that programs are current, technologically enhanced as appropriate, and relevant.
- Describe how weaknesses are addressed.

INFORMATION, TECHNOLOGY, SPACE AND EQUIPMENT RESOURCES

- Evaluate library resources for the program.
- Evaluate computer access and adequacy of software programs for program faculty and students, if appropriate.
- Evaluate the adequacy and currency of facilities including utilization rates of current facilities, quality of facilities maintenance, and condition of departmental space.
- Evaluate the adequacy and currency of instructional equipment to achieve the objectives of the program.

EXTERNAL FACTORS

- Describe enrollment trends. Over the last three years, what is the trend of the student/faculty ratio? If possible, compare the ratio of completers to FTE faculty at CCSN and at peer institutions (where applicable).
- Evaluate the demand for program graduates. Provide any evidence of employer recruitment activity where applicable. Where possible provide the percent of completers that are placed in jobs or are pursuing degrees at transfer institutions.
- Provide evidence of completer satisfaction with the program if possible. This may include alumni surveys that demonstrate satisfaction with program preparation for careers or additional education.
- Discuss the unique elements of the program. What special advantages does it have? What challenges does it face? What community impact has it had? What type of student/faculty involvement has there been?

EXTERNAL VALIDATION

- Provide letters of accreditation status and/or external evaluators where applicable.

INFORMATION PROVIDED BY THE DEPARTMENT CHAIR

- Address the accreditation status of the program, where applicable.
- Explain how assessment results are used in the program and in the department
- Discuss the need for and the reallocation of resources to meet program needs. This might include the need for additional faculty, space, equipment, budget, etc.
- Write a summary evaluation of the strength and weaknesses of the program.

INFORMATION PROVIDED BY THE DEAN

- Comment on the mission of the Division, Department, and program.
- Comment on or clarify the data and information supplied by the Office of Institutional Research.
- Comment on the Faculty Information of the program.
- Comment on the Student Information and Assessment Information of the program.
- Comment on Information, Technology, Space, and Equipment Resources of the program.
- Comment on External Validation information of the program.
- Comment on the Department's Evaluation and Strengths and Weaknesses statement.

- Write a summary evaluation of the strength and weaknesses of the program.
- Explain the plan for sharing the program review commendations and recommendations with faculty.