PROGRAM REVIEW OUTLINE

Approved effective November 2012

1. Purpose of program review
   a. Evaluate following:
      i. Intent of program
      ii. Current status of program
      iii. Future direction of program
      iv. Resource needs of program
   b. Provide opportunity for interaction with program stakeholders, utilize that interaction to evaluate and possibly modify program
   c. Provide opportunity for comparison with peer institutions and programs, utilize that interaction to evaluate and possibly modify program
   d. Identify opportunities to assist program enrollees in achieving career and educational goals
   e. Assist dean and Vice President for Learning with planning and budget priorities for division

2. Content of program review (15pp maximum, plus any needed appendices)
   a. History and mission of program *.5-1.5pg, depending on need*
      i. What was original intent of program?
      ii. How has intent/focus changed over time?
      iii. What is current mission/focus of program?
   b. Current statistical snapshot program (will include, but is not limited to, following items showing change over 5 year period where possible) *7-10pg*
      i. Enrollment
      ii. Staffing vs. staffing needs
      iii. Cost per FTSE of program
      iv. Courses and program options
      v. Time to completion of associate's degree for full time student, with rollout template attached
      vi. Analysis of curriculum
         1. Relevancy and currency of curriculum
         2. Program and curriculum strengths
         3. Curriculum gaps to be filled
      vii. Future direction of program
   c. Program goals for students *1-2pg*
      i. What skillsets/abilities should program graduates demonstrate?
      ii. How can program demonstrate that graduates have said skillsets/abilities? (Insert data from Assessment of Student Knowledge participation here…)

       d. Program needs assessment *2-3pg*
           i. What are achievable improvement goals for program
          ii. What resources are needed to achieve goals
       e. Implementation plan of needs assessment

3. Format
       a. Follow content format noted above, covering items a.-e. in sequence

4. Data (5 years, whenever possible)
       a. Standardized data, required of all reviews
            i. Course enrollment data
           ii. Program enrollment data
          iii. Cost/FTSE
          iv. Revenue/FTSE
           v. Certificates and degrees awarded
          vi. Program operational and capital budget
         vii. Assessment of student knowledge data
       b. Optional data, will vary by department
            i. Course persistence
           ii. Program persistence
          iii. Goal completion and/or persistence of defined program cohorts
          iv. Associated careers and census data, if applicable
           v. External exam pass rates and/or completion rates
          vi. Stakeholder and completed employer satisfaction data, if available
         vii. Other items, as approved by Dean and Director of Institutional Effectiveness