

3357:13-12-221 Institutional Service and Program Review Processes (Program Review Committee)

- (A) The Institutional Service and Program Review Committee conducts comprehensive reviews of all academic and service programs within the college.
- (B) The Institutional Service and Program Review Committee creates an annual schedule during the Summer semester for the subsequent Fall and Winter semesters. The committee chair sends this schedule to the Management Advisory Committee and the Academic Council as a general means of notification to the departments. Additionally, the chair/co-chair communicates with each department supervisor or appropriate faculty the semester before the review and confirms the review, as well as offers assistance.
- (C) Each department going through review is sent the appropriate Institutional Service and Program Review Committee manual, along with an email outlining the steps to completion.
- (D) Two weeks before the review the department to be reviewed sends the completed self-study to the chair of the Institutional Service and Program Review Committee. The chair will in turn send the completed self-study to all of the members of the Institutional Service and Program Review Committee to review before the meeting.
- (E) Members are expected to 1. Read the departments self-study, along with all appendices. 2. If after reading, the member desires clarification they will be prepared with a list of questions to ask the department presenter, after the 10 minute introduction/presentation.
- (F) The day of the presentation all Institutional Service and Program Review Committee members will convene 15 minutes before the first department presentation to conduct any 'housekeeping' tasks, or discuss any policy/procedure changes.
- (G) During the meeting the chair/co-chair will facilitate discussion.
- (H) Once the presentation is concluded the department members will be thanked and dismissed from the room. The committee will discuss the presentation and the content of the committee response letter.
- (I) When a member of the Institutional Service and Program Review Committee's department comes for review, they will be asked to leave the room during the other member's deliberations. This is in no way meant to exclude the team member from the normal functioning of the team; however, it helps to maintain the objectivity and the transparent evaluation by the rest of the team members.

Effective: August 27, 2019

Expires: August 1, 2024

Review Date: 8/27/19