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 Spring 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 to confirm as well as offer 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) One week 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 department's self-study, along with all appendices. 2. If after reading, the member desires clarification they will prepare a list of questions to ask the department presenter, after the 10 minute introduction/presentation.

 (F) During the meeting the chair/co-chair will facilitate discussion.

(G) 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.

(H) 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: September 24, 2019
Next Review: September 1, 2024
Review Date: 9/24/19