North Central State
COLLEGE

Academic Program/Department

Review Manual

2023-2024

Institutional Service & Program Review Committee

Name of Program Under Review

Contents

What is a review?

Our program review is a type of internal evaluation for academic, support and administrative groups.

What is the purpose of a review?

The primary purpose of a review is to foster improvement. The review process was designed to create a supportive climate for promoting continuous quality improvement. The review is intended to nurture innovation and viability. It will ensure the continuation of high-quality programs and services at North Central State College. The review process of programs and non-instructional services supports the College's mission.

> *North Central State College exists for the citizens of its service region to attain the knowledge and skills to succeed in their chosen path of learning, work or enrichment, sufficient for the college to justify available resources.*

However, the college must continuously adjust its menu of programs to fit local, regional, and state needs and requirements. Consequently, one must be aware that this review process may be used in the administrative review that could lead to program change or even closure in rare circumstances.

The Institutional Service & Program Review Purpose and Charge

A review calendar was established in 2012 and is updated regularly and followed.

The Review Process was implemented to meet requirements established by the Ohio Board of Regents, but perhaps more importantly to help each area of the institution improve.

In 2013/14, President Diab, as part of a reorganization of the college's committee structure identified the following charge for this committee: "Evaluate progress of academic and student services programs or departments. Evaluate academic, support, and administrative offices for mission congruence, fiscal stewardship, and interdepartmental integration and efficiency."

The Institutional Service & Program Review Committee (Program Review Committee)

ROLE

The Program Review Committee is convened by the College President and has the overall responsibility of initiating the review process and for providing necessary oversight, guidance and support to that process. The Committee maintains a calendar of reviews ensuring that all Programs and Non-instructional Services complete the review process within a 3year cycle. The Committee also establishes a schedule of reviews to be completed each academic year, establishing dates for a pre-review discussion with the program or non-instructional service, submittal of required reports and the Committee's response to the final report with recommendations to the submitters with a copy to his/her supervisor. The Program Review

Committee will be intentional about creating and maintaining a supportive climate for an attitude of continuous improvement to grow and flourish through the review process.

<u>MEMBERSHIP</u>

Chair and a Vice-Chair (a dean and a faculty member).

Members: One academic dean, Dean of Student Services, one faculty representative from each of the three academic divisions (Business, Industry and Technology, Liberal Arts, and Health Sciences), Director of Institutional Research, Accreditation Liaison, Chief Financial Officer, Controller, Chief Academic Officer, and Director of Marketing.

<u>PRESENTING TO THE COMMITTEE</u>

The Co-Chairs of the Committee will work with you to schedule your meeting and to help you prepare. The current Co-Chairs are Sara Rollo, srollo@ncstatecollege.edu (x4833) and Daniel Wagner, dwagner@ncstatecollege.edu (x4817). Sheila Campbell of Institutional Research has been of tremendous help to all programs and services and is available at scampbell@ncstatecollege.edu (x4555).

In preparation of your report, submit a ticket in MyServices for enrollment data from Sheila Campbell, and EMSI data from Dr. Gina Kamwithi. Financial data can be obtained from Lori McKee at lmckee@ncstatecollege.edu (x4828). **All requests for data should be made at least 6 – 8 weeks prior to report submittal.**

In preparation for your presentation, include one program advisory committee member from each program being included in the program review process. They should also plan to be in attendance on the day of the program review presentation.

The program advisory committee member invited to participate in this reviw process should be an experienced program advisory committee member of the specific program being reviewed, an advisory committee member who is perhaps helpful, positive, and caring. This component of the program review process is a recommendation from the Aspen Institute, which is advocating that community college sustainability will require ever closer and more meaningful connections with economic (business and social entities for instance) stakeholders.

In an effort to support this important theme, the committee has included this recommendation into the program review process starting October of 2019 and will monitor how program advisory committee member input is used and the results that seem to derive as a result of the addition.

Please email your final report to Daniel Wagner, Co-Chair of the committee no later than the Friday before your schedule review. <u>This usually means that your supervisor will need to review your work at least a week before that. So most people need their reports done two weeks ahead of schedule to ensure that your document is approved by your supervisor and sent to the committee in a timely fashion.</u> Please also maintain appendix credibility by having pages mark the position of each appendix and have those appendices numbered or lettered appropriately.

On the day of your presentation to the Committee, we ask that you present a 5-15 minute summary highlighting strengths and opportunities identified in your report; following that the committee will ask questions; the entire session should last about an hour. A follow up report may be requested.

<u>GOOD LUCK and ASK QUESTIONS!</u>

Please feel free to point out typos or improvements you think would be helpful for this process or document at any time.

North Central State College
Academic Program/ Department Review

Department/Program Title:
Date of Evaluation:
Date of Last Evaluation:
Faculty, administrators, or staff contributing to review:

Directions for completing this review:
You are receiving the **INSTITUTIONAL SERVICE AND PROGRAM/DEPARTMENT REVIEW MANUAL**. Please address each Standard question(s) for your program/department. If an item does not apply to your department/program, please indicate it as "non-applicable" or "NA."

Please email your final report to Daniel Wagner, Co-Chair of the committee. Please also maintain appendix credibility by having pages mark the position of each appendix and have those appendices numbered or lettered appropriately.

This review is to be completed, including the supervisor's signature, and sent to Daniel Wagner one week prior to your review date.

How is the Program Review used?
1. To assess the quality, effectiveness, and relevance of the departmental/programmatic activities to the needs of stakeholders (2012).
2. To assess mission congruence (2014).
3. To assess fiscal stewardship (2014).
4. To assess interdepartmental integration and efficiency (2014).
5. To identify strengths and opportunities for continuous improvement (2012).
6. To develop and implement action plans to address relevant opportunities (2012).

Note: Beginning in Spring Term, 2016, we are asking both supervisors and those preparing reports to please make sure reports are well written in terms of grammar and sentence structure. Please seek help as needed from departmental or division administrative assistants.

Supervisor Printed Name and Title

Supervisor Signature   Date

By signing, one insures that the supervisor has read the document and generally supports the contents or has had time to discuss this document with the principle author(s). The review can only go forward to the committee without supervisor's signature in rare cases and must include evidence that the supervisor has been engaged in the report. In these cases, the supervisor must sign the report within thirty (30) days after the presentation or the report must be re-done the following year.

Note: *The fillable form may not be compatible with Word's Apple version. Please contact Vickie Kissel, vkissel@ncstatecollege.edu, for an editable version of the document.*

WORKSHEET

Appendices:

Please provide a list of appendices you have built into this report:

STANDARDS

I.   Department/Program congruence with the college mission.

    A. What is the Mission/Vision of the program/department?

        1. If you have one, please insert your mission statement and describe the approval process it went through.

        2. If you have one, please insert your vision statement and describe the approval process it went through.

    B. How do the program or department's activities and goals demonstrate congruence with the college's mission?

Note: Advisory Committee review of mission/vision statements is strongly recommended.

II.   Department/Program Enrollment

    A. Department Enrollment – Three Year averages (please provide tables, charts, or graphs if appropriate.) Please provide some level of analysis regarding the data.

        1. How many students were enrolled in the department's course(s) over the last 3-year period

        2. Determine the average number of students enrolled in each course(s) section and compare it to the section capacity.

        3. Determine the full-time faculty to full-time student ratio.

    B. Program Enrollment – Three Year averages (please provide tables, charts, or graphs if appropriate.) Please provide some level of analysis regarding the data.

        1. What was the total program enrollment over the last 3-year period?

        2. How many pre-program applicants were there over the last 3-year period?

        3. How many graduates over the 3-year period?

        4. Attrition rate in percent, each year? For the 3-year period? (Please ask Institutional Research to provide relevant college benchmarks against which your program data can be compared.)

    C. Is there a recruitment plan in place to recruit students? Describe.

III.   **Labor Market –** Contact Institutional Research for Data. Please insert summary data here, and one may use an appendix system if that is helpful to you. Please provide some level of analysis regarding the data.

A. Summarize the current and future labor market for the occupation. (Please ask Institutional Research if there is a college benchmark applicable to this standard.)

B. What percent of the graduates during the last 3 years are employed in their field or related field?   (Please ask Institutional Research if there is a college benchmark applicable to this standard.)

C. Percent graduate continued education

1. What percent of the graduates have continued their college education? (Please ask Institutional Research if there is a college benchmark applicable to this standard.)

IV.   **Curriculum** – Attach the last 3 years of program Assessment Reports as an Appendix.

A. Program Outcomes & Competencies

1. Please provide a copy of all relevant program curriculum worksheets as an appendix.

2. The department will summarize and trend the last 3 years' Program Assessment Reports

3. Are processes in place to ensure instructors (including part-time and adjunct) work cooperatively to deliver a coordinated curriculum? If yes, how? Provide examples.

4. Are the College's Core Learning Outcomes embedded throughout the curriculum? Attach a table as an appendix by course(s) identifying core learning outcomes.

5. Provide examples of teaching techniques and instructional approaches utilized to address individual learner needs? Lab? Co-op?

6. Are courses, or professional continuing educational units offered to meet:

a. continuing education needs of those in the occupational field, explain:

b. business and industry needs for new and emerging technologies and practices, explain:

7. Are alternative delivery systems used to reach a wider range of learners? If yes, how are these delivery systems evaluated?

8. Are the program's course syllabi being reviewed and revised on a timely basis? Provide a table of all course syllabi documenting the following:

Course #	Issue date	Reviewed date	Revised date

9. List all courses in your program that are Transfer Assurance Guarantee (TAG) or Ohio Transfer Module (OTM) approved.

10. List all degrees in your program that are Ohio Guided Transfer Pathway (OGTP) approved.

V.   Facilities, Equipment, Resources, Technology, Faculty

A. Are classrooms, labs, and office space adequate to meet the goals, objectives, outcomes, and competencies of the department or program? Describe:

B. Is the equipment and lab supplies adequate to meet the goals, objectives, outcomes, and competencies of the department or program? Describe:

C. What is the written plan and budget in place for acquiring, maintaining, and replacing facilities, supplies, and equipment relevant to program/department goals? Please provide a copy for the committee and describe here the process, if that would be helpful.

D. Do students, staff, faculty, and advisory committee members have opportunities for input regarding curriculum, facilities, supplies, budget, and equipment planning and procurement? Explain:

E. Are educational resources (books, periodicals, computer software, equipment, internet access, etc.): adequate to meet the goals, objectives, outcomes, and competencies of the department or program? Describe:

F. Is the program/department appropriately staffed in the following areas (Classroom, Lab, Practicum/Fieldwork etc.) to carry out all aspects of its mission:

   1. Faculty (full-time, part-time, and adjunct)? Please include relevant faculty/student or lab manager/student rations.

   2. Support staff?

G. Does the full-time faculty have professional development plans in place to maintain professional competencies in the program/department's content area and are these plans being implemented?   Please provide examples as well as describing processes.

VI. **Advisory Committee** – Provide a copy of the Program/Department's Bylaws for their Advisory board in Appendix F.

    A. Describe the make-up and purpose of the Advisory Committee members

    B. Does the program Advisory Committee meet at least twice a year and have documented minutes: (Attach in Appendix G a copy of the last advisory Board meeting minutes)

VII. **Student Access and Services**

    A. Describe the promotional materials and activities available for students

    B. Describe the strategies used to promote the program both internally and externally

    C. Describe the opportunities for students to participate in student and/or professional organizations

    D. Describe how students in your programs are made aware of the different student services, such as tutoring, disability services and career advising off

    E. Describe the support services in place for tutoring and counseling for:

        1. Day, evening and weekend learners

        2. Branch campus and off-campus learners

    F. Describe how your program participates in the internship, clinical, practicum, etc. activities on and off campus.

    G. Describe the processes in place that communicate to potential students:

        1. Background desirable for success in the program

        2. Assessment services

        3. Entrance requirements

4. Career information

5. Procedures for advanced standing/Credit for prior learning

6. Procedure for program dismissal

7. Financial aid

8. Graduation requirements

9. Employment opportunities

VIII. Fiscal Stewardship: Program/Department Cost Analysis

Contact the Controller or Chief Financial Officer for data. Please insert appropriate summary data, with graphs if it would be helpful to the reader, and use an appendix system if helpful for your situation. Please provide some level of analysis regarding the data.

A. Do our graduates of this program earn a live-able income above the poverty level?

B. Does the department/program contribute to the financial well-being of the college? As part of your response, please include a summary lab fee sheet either as an appendix or as an insert.

C. Does the department/program contribute to the regional workforce?

IX.   **Interdepartmental Integration and Efficiency**: (What does this mean to others in descriptive or measurable terms?)

      A. Please describe the role the program/department has in supporting other internal and or external stakeholders, such as other programs or departments within the college.

      B. Please document or describe your efforts to ensure that your program or departmental activities do not duplicate the activities of others or do not create inefficiencies in services.

X.   **Accreditation**: If your program is accredited:

    A. Please describe that accreditation and your program's status.

    B. Please include the most recent accreditation feedback report your program has received from its accreditor.

XI.   Review Process Feedback

Please make any recommendations that might help us improve the process and experience.

XII. **Conclusion:**

    A. Describe the program/department's strengths:

    B. Describe initiatives you will undertake to sustain or further strengthen areas identified as strengths.

    A. Based on your analysis of data gathered for this report what changes to policy, practice, teaching, curriculum, outreach etc. are you planning? (Please include measurable metrics such as "increase section size on average 10%" or "increase graduation rates by 5%".)

    B. Describe the program/department's plan to address the weakness(es) and opportunities: