3357:13-14-83 Internal Program Review

(A) Purpose of the review: The concept behind a formal program review is that all instructional departments need to examine themselves periodically in order to remain current and effective. This examination will generally result in the identification of both strengths and weaknesses. The ultimate goal of the review is to perpetuate and build upon the strengths and improve the weaknesses.

(B) Plan of implementation: Upon formal adoption of the review procedure, one department will initially be chosen jointly by the dean of each division and the Vice President for Academic and Student Services to conduct a review during the next academic year. This process will be repeated until all departments have conducted reviews and a regular cycle has been established. The Program Director and Coordinator for Academic Services, with support from the Divisional Dean/Chair, shall coordinate the review procedure.

(C) Constituent groups and individuals to be included in the review: program faculty (including program director), program advisory committee, second-year students, recent graduates (within the past five years), the dean/chair of the division, the Vice President for Academic and Student Services, the Vice President for Business and Finance Services, the Coordinator for Academic Services, the Director of Student Development, the Executive Director of Information Technology and employers of program graduates.

(D) Elements of the program to be reviewed: departmental curriculum (including content and sequence of departmental courses); departmental instruction techniques; physical facilities (including off-campus), equipment, and supplies; administrative support; placement data; enrollment and retention data; cost effectiveness; faculty credentials and professional development.

(E) How required information should be obtained:

   (1) The office of the Executive Director of Information Technology will provide data to Program Directors. The office of the Director of Student Development will provide employer survey data.

   (2) The Business Office will provide fiscal data on cost analysis, revenue, and direct expenses.

   (3) Program Directors or designee will conduct each review under supervision of the dean/chair. Faculty and advisory committee members will assist in the process.

   (4) Three copies of the final program review and evaluation report to be submitted to the Coordinator for Academic Services. One copy will be forwarded to the Vice President for Academic and Student Services. One copy will be forwarded to the Division/Chair and the Coordinator will keep a copy for the permanent files.

   (5) Program Directors will meet with the Vice President for Academic and Student Services and the Division Dean/Chair to review strengths, concerns, and recommendations.

(6) Complete Action Plans for the programs reviewed are to be given to the Vice President for Academic and Student Services.

(7) After approval by the Vice President for Academic and Student Services, final drafts of action plans will be forwarded to the President's Office. Action Plan items requiring additional funding will be incorporated into the budgeting process.

Effective: August 24, 2000
Expires: August 1, 2020
Review Dates: 8/24/00, 8/1/05, 8/1/10, 8/1/15