

H. Council Trenholm State Community College

POLICY NAME:	Program Review
EFFECTIVE:	August 2016
REVISED:	
APPROVED BY POLICY COMMITTEE:	Yes – July 28, 2016
APPROVED BY PRESIDENT’S CABINET:	Yes – August 16, 2016

Program Review Policy

Purpose

In order to ensure that every program at Trenholm State Community College offers high-quality instruction and services to its students, a thorough review of each program is conducted at least once every five years. This supports State Board Policy 903.01, which states, “Each major program shall be reviewed at least once every five years.” The curriculum committee and the Office of Institutional Research and Advancement (OIRA) work in tandem to facilitate the program review process. The Office of Institutional Research and Advancement will provide predetermined productivity data and requested (optional) supplemental data/research reports to facilitate this process.

The current program review process was developed by the OIRA with the following primary goals:

- To provide a comprehensive and documented review that summarizes all elements of the program’s viability and productivity,
- To provide stakeholders with comprehensive and relevant program-specific information, in order to make critical decisions regarding the continued sustainability of a program, and
- To support collegiate efforts to ensure that the College’s mission is being fulfilled.

The program review, in itself, is a method by which the College may note its programmatic successes and shortcomings and seek to identify ways in which it can meet its goals more effectively. Consequently, the review should be a candid self-evaluation supported by evidence, including both quantitative and qualitative data, with an overall goal of improving teaching and learning.

Policy

All programs will undergo a rigorous and systematic review at least once every five (5) years as scheduled by the Curriculum Committee and Director of Institutional Research.

Procedure

The program review will take place within one calendar year. The culmination of the program review is the formulation of an action plan, which addresses maintaining program strengths and solving program weaknesses. The program review template may be found on the College's Compliance Assist site. The director of institutional research collects data using a myriad of methods to support the College's decision-making, such as institutional performance indicators, college enrollment trend data, graduation rates, retention rates, job placement rates, and licensure passage rates.

In addition to the research data discussed above, Trenholm State uses data obtained from the following surveys in its program review process:

- Advisory Committee
- Alumni Satisfaction
- Completer Exit
- Employer's Satisfaction
- Individual Program Needs Assessments
- Library Satisfaction (Faculty)
- Library Satisfaction (Student)
- New Student
- Student Course Evaluations
- Student Satisfaction

In addition, information from the following evaluations/reports is used by the appropriate college divisions in making research-based planning decisions:

- Alabama Commission on Higher Education Student Profile
- Advisory Committees Recommendations
- Committee Approvals/Minutes
- Division Agendas/Minutes
- Fact Book
- Instructional Safety, Health, and Lab Management Checklists
- Integrated Postsecondary Education Data System (IPEDS) Surveys and Data Feed Back Reports
- Library Statistics
- Licensure/Certification Exam Reports/Results
- Physical Inventory
- Program Accreditation decisions
- Retention Data
- Self-Study Reports
- Technology Plan

The results of these ongoing research-based evaluations allow each program under review an opportunity for improvement, more effective planning, and prioritizing available personnel and financial resources.

Activity	Time Frame	Person Responsible
OIRA provides required program review assessment data	By September	Director of OIRA and staff
Program faculty review data, program goals, student learning outcomes and complete program review template according to current guidelines	By April 30	Program Faculty
At the completion of the examination and analysis of a program, the peer evaluators will conduct its evaluation	By May 30	Peer Evaluators
Reviews submitted to Instructional Dean for Review	By July 31	Dean of Instruction
Findings presented to President's Cabinet	By August 31	Dean of Instruction