

## **AA, AS, AAS or Certificate Program Review Instructions**

### **Mission and Introduction**

#### **Introduction**

- Provide an overview of the program and the context of where it's housed within the institution (what department, etc.).

#### **Organization and Structure of Department**

- Describe the hierarchical structure of the department in which the program is housed. This is the organizational chart including the Executive Vice President, Dean, Department Chair or Program Director, Staff and Faculty (Full-time and Adjunct Faculty).

#### **Program Mission Statement**

- What changes has the program made to the mission statement over the course of this cycle? Why were these changes made? Are any revisions planned? Is the program mission adequate and in alignment with the College?

#### **Alignment to Institution Mission**

- How does the mission of the program align with the mission of the institution?

### **Student Learning Outcomes Assessment and Curriculum**

#### **Program Student Learning Outcomes**

- Describe how these outcomes pertain to the program's mission. Have any changes been made to these outcomes over the course of this cycle? Why or why not?
- Describe the extent to which students in the program have met these outcomes.

Evidence:

- AA, AS, AAS or Certificate Programs Assessment Plans

#### **Curriculum Map**

- Describe the course pathway students take to achieve this program degree. Highlighting any key or core courses, have any changes been made to this pathway or degree requirements over the course of this cycle? Why or why not?

#### **Measures and Results**

- Discuss the measures you've selected or developed to measure this outcome. Why were these measures chosen? Were any measures or assessment instruments changed over the course of this cycle? Why or why not? Will different

measures be chosen the next time this outcome is assessed?

- Summarize and discuss the results of the program's measures over the course of this cycle. Have the results demonstrated improvement or mastery of this outcome? Why or why not?

Evidence:

- AA, AS, AAS or Certificate Programs Assessment Plans

### **Participation in Assessment**

- How do program faculty participate in assessment? What is the process? Have any changes been made to encourage participation over the course of this cycle? How do you document participation (meeting minutes, virtual meetings, transcripts of meetings, etc.)?

### **Action Items and Use of Results**

- Summarize or highlight action items taken as a result of program's assessment results. How have the results driven improvement over the course of this cycle?

Evidence:

- AA, AS, AAS or Certificate Programs Assessment Plans

### **General Education/Core Curriculum**

- What courses in your program are tied to general education requirements at the institution? How do these courses tie to the Program Learning Outcomes?

### **Faculty Qualifications, Activities and Scholarship**

#### **Faculty Qualifications**

- What processes are in place to ensure that faculty have the qualifications to teach in the program? Have these processes changes over the course of this cycle?

#### **Scholarship and Research**

- Summarize and highlight key scholarship and research activities conducted by faculty over the course of the review cycle.

#### **Faculty Awards and Honors**

- Discuss and highlight awards and honors received by faculty over the course of the cycle.

#### **Faculty Workload**

- Summarize the workload responsibilities of faculty. What actions are you

talking to avoid faculty overload?

### **Teaching Support and Monitoring Teaching Quality**

- How are faculty being supported to ensure high quality teaching and learning?

## **Program Data: Student Experience**

### **Enrollment and Recruitment**

- What are the trends with enrollment in this program over the course of the review cycle? How does this compare to institutional trends or similar programs on campus?
- Describe recruitment efforts or goals such as increased enrollment, dual credit initiatives and industry connections. Have these initiatives been successful?

### **Retention**

- Has student retention remained in an acceptable range over the course of the review cycle?

### **Curriculum/Course Retention and Success**

- Describe enrollment trends in the courses within the program.
- Reflect on the success of the students within the courses over the course of the cycle. Highlight some completion or DFW rates in the core courses. Were these in line with expectations?
- Assess student performance and success in online vs on-campus courses.

### **Completion**

- How many students are graduating from the program? Have the completion rates been in line with expectations?
- Describe findings resulting from exit surveys or program alumni surveys that were conducted over the course of the cycle (If applicable to the program.).

### **Course Evaluation Data**

- What were some positive and negative feedback received from students who completed the courses? Highlight any trends or insights that came from course evaluations over the course of the cycle.

### **Student Advising**

- What advising mechanism is in place for the student?

## **Student Awards and Achievements**

- Highlight the accomplishments and external honors received by students in the program over the course of this cycle.

## **Program Analysis**

### **SWOT Analysis**

- Strengths, Weaknesses, Opportunities, and Threats.

### **Campus Facility and Resources**

- Provide an analysis on the adequacy of the spaces on campus most commonly used by the program (laboratories, library, classrooms, etc.).

### **Cost Analysis**

- Describe how the program is being effective with its resources.
- Is the program operating efficiently related to revenue and expenses. Use the Funding Formula and completion data to determine performance funding for the program over the past 3 academic years.

## **Industry and Program Trends**

### **Analysis of the Discipline**

- Provide context for the status of the discipline today. What are some emerging trends in this discipline across the country? What is happening in the industries related to this discipline?

### **Comparison to Similar Programs at Peer Institutions**

- Identify and discuss how similar programs compare to your program in terms of size, curriculum and any relevant attributes.

### **Senior Exit Surveys**

- If applicable, what were some positive and negative feedback received from students as they complete their degrees? Highlight any trends or insights that came from exit surveys over the course of the cycle.

### **Graduate/Alumni Feedback on the Program**

- What were some positive and negative feedback received from alumni? Highlight any trends or insights that came from alumni feedback over the course of the cycle.

### **Recommendations from Previous Program Reviews**

- If appropriate, summarize recommendations from previous Program Reviews. Describe how those recommendations were applied throughout this cycle.

### **Industry Relevance and Employment**

- How do your student learning outcomes align with industry needs?

### **Employment Outlook**

- Describe employment outlook for the degree. Are there changes that could be made to improve employment outlook?