POLICY AND PROCEDURE

Title:	**A Guide to Program Reviews**
Policy No.:	**3.40**
Department:	**Academic Affairs**
Contact:	**Vice-President for Academic Affairs**

Policy

The purpose of the program review is "to assure academic quality, and to determine if need, student demand, and available resources support their continuation." (NSHE Title 4, Chapter 14, Section 4 6).

The periodic program review provides an opportunity for the college to reflect on the quality of instruction within programs, to develop tools to measure program effectiveness, to ensure the viability of degrees and certificates with regard to our graduates' employment opportunities and transferability to other institutions, and to enhance our graduates' ability to be productive and discerning citizens of their communities.

The information gained can inform the college about which programs are serving the constituency well in their present form, which programs need moderate or minor changes regarding structure, instruction, curricula, and/or format, and which programs need to be changed drastically or eliminated altogether. These decisions can be difficult, and the program review process provides GBC with the most current and sound data to influence making such determinations.

Program review data is useful for marketing and for accreditation self studies.

Procedures

1.0 Program Review Schedule

1.1 Frequency. The Office of the Vice President for Academic Affairs maintains a seven (7) year schedule of program reviews. This office also has electronic copies of past program reviews.

New programs shall have a review following the third year of operation, limited to the comparison of enrollment and costs between the projected and the third-year data. A new program shall have a complete review after the fifth year of the program's existence.

Programs may be reviewed at other times following a request, for example, from the regional accrediting agency or the chancellor's office.

1.2 Time-line:

Beginning of fall semester	VPAA meets with program members to discuss the program review process.
November	Select the Program Review Committee (PRCE) and begin data collection.
March	Submit preliminary report to the PRC.

End of spring semester	Submit final report to the VPAA.
September	VPAA submits report to Chancellor and the Board of Regents.
Spring semester	Meet with VPAA for a one-year follow-up.

2.0 Select Program Review Committee (PRC) members

The members of a program must select a committee to assist in the review process. This committee consists of the program members themselves and three or more of the following:
- A colleague in *the same or* a related area from another college.
- A GBC faculty member from a related area.
- Representative(s) from business/industry (required for occupational and technical programs) or a member of the GBC Advisory Board.
- A university faculty member in *the same or* a related area.

Committee members outside of GBC and the GBC Advisory Board are eligible for compensation and/or travel and per diem. Although the chair of the PRC is ultimately responsible for the final report, a consultant may be hired to compile the data and write the report.

3.0 Collect Data

3.1 Program Data

Data	Source of Data
Number of full-time and *adjunct* faculty	Program *chair*
Student enrollment for past 3 years (FTE and number of students), include ethnicity, gender, #declared majors	Institutional Research
Student Completers/Graduates	Institutional Research
Employment Demand Projections (if relevant)	Institutional Research
Facility and equipment	Program chair
Program Costs	Program chair and administrative services

3.2 Measures of Student Satisfaction & Success

Data	Source of Data
Assessment of learning outcomes	Program members
Results of student surveys	Institutional Research
Graduate surveys	Institutional Research

3.3 Follow-up Data

Data	Source of Data
Performance of transfer students at 4-year institutions	Institutional Research
Performance of baccalaureate students at graduate school	Institutional Research
Follow-up of graduates/*completers* 1-3 years on the job.	Institutional Research
Measures of employment satisfaction	Institutional Research

4.0 Preliminary Report

The preliminary report to the PRC will include the following:
- How the program supports the mission of the college
- How the program integrates with other departments and programs at GBC
- Recruitment *approaches*
- Curriculum/competencies/learning   outcomes
- Syllabi
- Strengths and weaknesses of the program
- Needs-equipment, instructional resources, etc.
- *Planning* goals
- Data from part II

Submit the preliminary report to the PRC *at least 2 weeks* before the PRC meeting.

5.0 Program Review Committee Meeting

Meet with the PRC to discuss the preliminary report, analyze the data, evaluate the program and assist the chair of the PRC and/or the consultant in writing the final report that includes the evaluations and recommendations of the PRC. The member of the committee who is a colleague from another institution will be encouraged to write a separate report to be submitted at a later time.

6.0 Further Action

6.1 The consultant and/or the PRC will write report and submit to the vice president for academic affairs. An annual report will be published by the institution on the results of existing program evaluations and a summary of that report will be forwarded to the Chancellor's Office and presented to the Student and Academic Affairs Committee annually by the VPAA.

6.2 The program members will meet with the VPAA for a one-year follow-up *of program changes as appropriate.*