

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II – Academic/Student

SUBJECT: ACADEMIC PROGRAM REVIEW

REVIEWER: Provost

I. POLICY

The college provost is responsible for ensuring that the college's academic program review schedule, as approved by the academic team and president's council, is completed in a systematic and timely manner. Included in this charge is adherence to an established timetable, provision of sufficient resources at appropriate times to insure completion of the reviews and reporting of review results to the college planning and assessment committee, the college curriculum committee and board of directors.

II. PROCEDURE

- A. The provost initiates the review process directly with the dean or director of the programs scheduled for review. Initial meetings are scheduled for the program dean/director and program faculty with the provost and the institutional research associate to discuss the process and to answer any questions that those conducting program reviews may have. Each review team is expected to maintain timeframes and meet submission deadlines to insure the process is completed in a timely manner. (See Appendix A for the schedule of reviews and reporting dates.)
- B. The Academic Program Review Report (Appendix B) includes information from both internal and external sources. Internal data will be provided by both program personnel and by the college's office of institutional research. External data may be derived from other college and program-related sources. Preparation of the program review report will be led by the academic program dean/director in consultation with program faculty and program advisory committee members.
- C. The Academic Program Review Reporting form (Appendix B) will be used by all programs in preparing and submitting their program review reports congruent with the following outline. Clear references to content included in accreditation self-study reports may be included in appropriate sections of the program review reporting form. All sections of the program review reporting form must be completed before submission to the provost for review and approval.

Academic Program Review Report Outline

1. Program Overview
 - a. Description of the Profession and/or Program
 - b. Value to the Community
 - c. Program History
 - d. Program Mission Statement
 - e. Program Goals
2. Program Administration and Operations
 - a. Program Dean/Director Requirements, Job Summary and Credentials
 - b. Community Advisory Committee
 - c. Program Institutional Effectiveness Goals and Student Outcomes Assessment
3. Previous Review
 - a. Strengths, Areas of Concern and Progress since Last Review
 - b. Program Institutional Effectiveness Goals, Measures and Trends
4. Program Curriculum
 - a. General Structure

- b. Degree Requirements
 - c. Core Program Courses
 - d. Specific Course Content
 - e. Clinical Practicum
 - f. General Studies Requirements/Rationale
 - g. Benchmarking with Other Programs/Best Practices
 - 5. Program Faculty
 - a. Job Summaries and Current Credentials
 - b. Faculty Workload (policy and program data)
 - c. Professional Development
 - d. Faculty Evaluation Process
 - e. Instructional Quality Improvement
 - 6. Program Students and Student Outcomes
 - a. Recruitment and Admissions and Enrollment Processes and Trends
 - b. Program Student Demographics
 - c. Program Student Feeder School Statistics and Trends
 - d. Need for Remediation
 - e. Program Outcomes (pass rates, completion rates, etc.)
 - f. Graduate Follow-Up and Satisfaction
 - g. Employer Satisfaction
 - h. Student Satisfaction
 - 7. Program Resources
 - a. Facilities
 - b. Learning Resources
 - Instruction
 - Library
 - Technology
 - Other Learning Resources
 - c. Financial Resources
 - 8. Program Recommendations
 - a. Program Dean/Director Recommendations
 - b. Advisory Committee Recommendations
 - c. Most Recent Accrediting Agency Review Recommendations
 - 9. Tables and Appendices (as appropriate to illustrate Sections 1 – 8)
- D. Academic Program Review Process
- Academic program review reports are completed and submitted to the provost no later than August 1 of the scheduled review year and reviewed and approved as follows:
1. Provost – the provost completes the initial report review and makes recommendations for revision, as necessary, and then forwards the review to the college curriculum committee for review and approval.
 2. College curriculum committee forwards final report to president and board of directors for review.
- E. The Academic Program Review policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____

Appendix A

Schedule of Academic Program Reviews*

Program/Unit	2009	2010	2011	2012	2013	2014	2015	2016
Clinical Laboratory Sciences			X			X		
General Education	X					X		
Nursing		X				X		
Radiologic Technology			X				X	
Surgical Technology		X			X			X
Radiation Therapy				X				X

*Review reports should be submitted to the provost no later than August 1 of the scheduled review year.

Adopted: 6/2010

Appendix B

Academic Program Review Reporting Form

The college provost is responsible for ensuring that the college's academic program review schedule, as approved by the academic team and president's council, is completed in a systematic and timely manner. Included in this charge is adherence to an established timetable, provision of sufficient resources at appropriate times to insure completion of the reviews and reporting of review results to the college planning and assessment committee, the college curriculum committee and board of directors.

Please complete all appropriate sections of this reporting form and forward the report to the provost by August 1 of the reporting year.

Academic Program:

Reporting Date: August 1,

Program Director:

Review Team Members (List name and position/program affiliation):

Name	Position/Program Affiliation

Part I: Program Overview:

- a. Description of the Profession and/or Program
- b. Value to the Community
- c. Program History
- d. Program Mission Statement
- e. Program Goals

Part 2: Program Administration and Operations

- a. Program Dean/Director Requirements, Job Summary and Credentials
- b. Community Advisory Committee

- c. Program Institutional Effectiveness Goals and Student Outcomes Assessment

Part 3: Previous Review

- a. Strengths, Areas of Concern and Progress since Last Review
- b. Program Institutional Effectiveness Goals, Measures and Trends

Part 4: Program Curriculum

- a. General Structure
- b. Degree Requirements
- c. Core Program Courses
- d. Specific Course Content
- e. Clinical Practicum
- f. General Education Requirements/Rationale
- g. Benchmarking with Other Programs/Best Practices

Part 5: Program Faculty

- a. Job Summaries and Current Credentials
- b. Faculty Workload (policy and program data)
- c. Professional Development
- d. Faculty Evaluation Process
- e. Instructional Quality Improvement

Part 6: Program Students and Student Outcomes

- a. Recruitment and Admissions and Enrollment Processes and Trends

- b. Program Student Demographics
- c. Program Student Feeder School Statistics and Trends
- d. Need for Remediation
- e. Program Outcomes (pass rates, completion rates, etc.)
- f. Graduate Follow-Up and Satisfaction
- g. Employer Satisfaction
- h. Student Satisfaction

Part 7: Program Resources

- a. Facilities
- b. Learning Resources
 - i. Instruction
 - ii. Library
 - iii. Technology
 - iv. Other Learning Resources
- c. Financial Resources

Part 8: Program Recommendations

- a. Program Dean/Director Recommendations
- b. Advisory Committee Recommendations
- c. Most Recent Accrediting Agency Review Recommendations

Part 9: Tables and Appendices (as appropriate to illustrate Sections 1 – 8)
 (Provide list of Appendices to Report)

Appendix Title	Appendix
	A
	B
	C
	D
	F
	G
	H
	I
	J

Approvals:

Position	Name	Date
Program Dean/Director		
Provost		
Curriculum Committee Chair		
President/Board Review	N/A	