

# CP 4-1: Educational Program Review

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COLLEGE PROCEDURES CP 4-1

APPROVED: February 27, 2012

EFFECTIVE: February 27, 2012

REFERENCES: BP 4-1

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The Dawson Community College educational program review procedure is as follows:

## **Step One – Quantitative Review (Preliminary)**

Every three years, educational programs shall be subject to a quantitative review and analysis of enrollment and outcome(s). Course-by-course outcomes (to be reviewed biannually) will include grade distribution, course attrition rates, and a consideration of the audience to which the course is directed (as indicated on the Course Review Worksheet).

Educational program reviews will consider the number of majors declared in each of the associate degrees and occupational certificates, program enrollment and graduation rates, and number of sections in each of the academic core areas. Additional considerations for occupational programs include retention and placement rates/success. The following information for each occupational program will be summarized: for the last five years, the number of majors, retention rate, the number of graduates, average GPA on graduation, placement rate, and the enrollment in professional core courses.

Educational program review data will be summarized on the Quantitative Program Review Report to be discussed by the Program Director with the Academic Quality and Continuous Improvement Committee. The committee will, from the information presented, recommend to the VP of Academic Affairs, one of the following actions:

Option 1: Program continuance

Option 2: Additional information, in the form of a qualitative review, should be gathered before a decision is made

Option 3: Program discontinuance

The committee will recommend whether the educational program should be continued, be subject to a qualitative review, or be discontinued. After considering the recommendations of the committee, the VP of Academic Affairs will make a recommendation to the Present regarding the program for option 1, 2, or 3.

## **Step Two – Qualitative Review**

If Option 2 is recommended, and the VP of Academic Affairs and President concur, a qualitative review of the educational program will be completed. This qualitative review is a more in-depth consideration of the program, its purpose, and outcomes. The elements for a Qualitative Program Review are as follows:

1. **Centrality:** Each program will review its role and scope by considering the program's goals and measurable objectives. These goals and objectives will be evaluated to determine their relationship to the division purpose and the institutional mission and goals. A brief statement, reflecting this analysis, will be included. Consideration of the centrality of

individual courses comprising the program will include a review of the courses' description, audience, and objectives, and their relationships to the mission and goals of the college.

2. Quality of Programs: (a) faculty credentials – a description of faculty who teach in the program, or in the specific courses constituting the program will be included. This mini vita will include their name, a short description of their degrees and related training, and a brief summary of their teaching and related experience; (b) quality of students – evaluation of quality of students will be based on graduation GPA average for the past five years, with each year being considered separately. Placement test scores may also be considered for each of the last five years for which the average percentile per year, mean, and standard deviation will be calculated; (c) the adequacy of the curriculum will be evaluated by the follow-up questionnaires and with advisory committee input. This review will be based on consideration of outcome proficiencies and their relationship to program goals; (d) adequacy of library holdings – program directors will discuss this with the Library Director and a bibliography of library holdings in each program will be developed after this discussion; (e) adequacy of facilities and equipment – a statement describing the adequacy of the facilities and the equipment to support the program. This statement should also include existing equipment and plans for growth or future equipment purchases (f) adequacy of support staff – a statement indicating the type of support staff and services available to the program will be included. The efficacy of these services should be analyzed and included in this statement.
3. Demand/Outcome(s): (a) enrollment data will include entering freshmen who have declared the program as their major for each of the last five years. Course enrollment trends for five years will also be reported and reviewed; (b) program directors will write a statement describing the potential job availability and growth or decline in the area of this program, referencing the source describing the job trends and growth or decline of employment opportunities for such graduates; (c) the student/faculty ratio will be calculated by considering the enrollment in program prescribed courses and dividing this by the number of F.T.E. faculty teaching in the program. The average enrollment per section will also be calculated for individual courses; (d) placement success information will be obtained from follow-up/graduate student surveys or questionnaires.
4. A financial statement reflecting the annual cost of the program will be included with a statement regarding the program's efficiency and effectiveness will be developed by the program advisory committee.
5. Recommendations for future direction of the program will be included in the report and will be the result of the consideration of all the above information. Recommendations will include classes to be modified, deleted, added, and other curricular changes in the program to allow it to better meet student and employer needs, now and in the future. Specific course recommendations may include changes in any aspect of the course syllabus.

Upon completion of the qualitative review, the Program Review Report will be submitted to the Academic Quality and Continuous Improvement Committee for review and action. The committee will recommend an appropriate course of action to the Vice President of Academic Affairs. The following options will be considered in the recommendation:

Option 1: Program continuance

Option 2: Program discontinuance

After considering the recommendations of the committee, the Vice President of Academic Affairs will make a recommendation to the Present regarding the program for option 1 or 2. The President will report his/her recommendation to the Board.

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SCOPE      These procedures apply to Dawson Community College.

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History: approved 1/22/1996, 7/1/1996, 8/1/2011