Pine Technical College
Policy and Procedure

Policy Number: 210 REV 2   **Date:** 9/7/98   **Author:** Hamid Eydgahi
                                     Revision Date: 9/28/06   **Author:** Mary Jo Mettler
                                     Revision Date: 5/1/09   **Author:** Dean R. Masters, Ed.D.

Division/Department: Academic Affairs
Subject: Academic Program Review and Evaluation

Authorities:
MnSCU Policy 3.36

Purpose: To establish a Program review process that provides direction to academic planning, reinforces academic assessment, and ensures academic accountability.

Policy:
All academic programs and courses will be evaluated through a comprehensive review process every five years. The curriculum review shall consist of a thorough self-study from faculty and an independent review from an off-campus evaluator. The review shall encompass all instructional areas and be structured according to discipline, academic program, program cluster, department, or other academic unit.

Note: Programs that have periodic compliance reviews for national or state certifications and accreditations (i.e., NATEF, Board of Nursing, etc.) shall be exempted from the procedures of this policy. Furthermore, the Minnesota Transfer Curriculum review shall serve as the review system for general education courses. However, a copy of all final reports must be submitted to the Chief Academic Officer and Academic Affairs and Standards Council within 30 days of completion.

Procedures:
1. Program Review Schedule: At the first scheduled Academic Affairs and Standards Council meeting of the academic year, the Chief Academic Officer (CAO) will present the program review schedule. The schedule will identify all academic programs to be reviewed during the next five-year cycle and will include those programs with national or state certification reviews.

2. Program Faculty Self-study: Faculty are responsible for conducting a comprehensive self-study of their program areas using an established Program Evaluation and Review Form and related instructions. The review form will be available in electronic format. The completed self-study report must be submitted to the CAO by no later than January 31. CAO will review the self-study report to ensure that all of the following criteria have been addressed:

Alignment with the college mission	*Licensure and certification*	*Student satisfaction*
Program budget	*Articulation and/or transfer options*	*Advisory Committee activity*
Instructional costs	*Enrollment data*	*Marketing strategy*
Facilities and furnishings	*Graduation rates*	*Professional development of faculty*
Equipment, supplies, & services	*Academic program assessment*	*Actions taken since last review*
Employment trends	*Assessment of learning outcomes*	*Summary of Strengths, Weaknesses, Opportunities, & Threats (SWOT)*

3. Selection of Independent Evaluator: The program faculty are responsible for recommending a minimum or two independent evaluators to participate in the program review process. One

independent evaluator must be currently employed in the professional/technical field with a minimum of three years of work experience. One independent evaluator must be an educational expert with three years of full-time teaching at another accredited college. The recommended evaluators must not present a conflict of interest and the individuals can not conduct consecutive evaluations. The program faculty shall forward current resumes of all recommended evaluators to the CAO for review. The CAO will ensure that the recommended evaluators meet the selection criteria and will notify each individual of their selection. A stipend of $400 will be paid to each evaluator after the completion of their report.

4. <u>Independent Evaluator</u>: The CAO will provide the independent evaluators with a copy of the Faculty Self-study Report and a copy of the Evaluator's Exit Report Form. The evaluators will review the self-study, interview students, meet with faculty, and tour the campus. At the conclusion of the site visit, the evaluators will submit the exit report to the CAO.

5. <u>Faculty Response to Findings</u>: The CAO will review the Evaluator Exit Reports and provide a copy to the program faculty. The program faculty are required to respond in writing to any findings that indicate an area of weakness or concern. The faculty response to findings shall be submitted to the CAO within 30 days. The CAO will review the faculty response to ensure that all areas of concern were addressed.

6. <u>Academic Assessment Committee Review</u>: The program faculty will provide the Academic Assessment Committee (AAC) with a copy of the Summary SWOT Report. The AAC will make recommendations for the program faculty to consider on how to improve areas of weakness or how to capitalize on opportunities. The Summary SWOT Report must be provided to the AAC prior to April 30.

7. <u>Academic Affairs and Standards Council Review</u>: The program faculty will provide the Academic Affairs and Standards Council (AASC) with a copy of the Summary SWOT Report and will present the results at a scheduled meeting. The AASC will make recommendations for the program faculty to consider on how to improve areas of weakness or how to capitalize on opportunities. The presentation to the AASC shall be accomplished prior to April 30.

8. <u>Campus Round Table & Institutional Effectiveness Committee</u>: The program faculty shall provide the Campus Round Table and the Institutional Effectiveness Committee with a copy of the Summary SWOT Report for their review prior to April 30.

9. <u>CAO Summary Report</u>: The CAO shall provide an electronic copy of the Pine Technical College Program Review Policy to MnSCU and shall post a Summary Program Review Report on their website.

10. <u>Overall Timeline</u>: The activity timeline for program evaluation will be as follows:

Month	Activity

September	• The CAO will present the program review schedule at the first AASC meeting. • The program faculty begin collecting data and responding to the criteria.
December	• Program faculty will forward resumes of the recommended evaluators to the CAO. (No later than Dec 15) • CAO appoints the evaluators and arranges site visit. (No later than Dec 31)
January	• Faculty will submit their self-study report to the CAO. (No later than Jan 31) • CAO will provide the evaluators with a copy of the self-study report and begin the site visit.
February	• Independent evaluators complete their reviews and forward their exit reports to the CAO. (No later than Feb 28)
March	• Program faculty will provide the CAO with a written response to the evaluators' findings. (No later than Mar 31)
April	• Program faculty present program review results to the AAC, AASC, and the Campus Roundtable. (No later than Apr 30)
June	• CAO submits a program review summary report to MnSCU. • CAO posts policy and results on the MnSCU website.
August	• President's report sent to the Chancellor

Responsibilities:

1. The Chief Academic Officer is responsible for the overall direction of the program review process to ensure timely and accurate reporting. The CAO is also responsible for developing the Program Evaluation and Review Form and making it available for faculty in electronic format.
2. The program faculty are responsible for completing the self-study in a timely manner and in accordance with the established timelines.
3. It is the responsibility of the Division Chair to guide program faculty through the process and to provide monthly progress reports to the AASC. The chair is responsible for disseminating program review information to the faculty.
4. The Coordinator for Academic Assessment and Curriculum Development will assist program faculty with the collection of data and will facilitate the independent evaluator site visit.

Reviewed by Leadership Team: 11-18-02
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Reviewed by Academic Affairs and Standards Council: 3-5-03

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Reviewed by Managers Group: 5/11/09, 6/1/09
Reviewed by Campus Round Table:
Reviewed by AASC: 5/6/09
Reviewed by FSGC: 5/6/09
Reviewed by Student Senate: NA

Approved: 6/1/09

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Dr. Robert L. Musgrove, President