# South Central College

# Program Review Procedure

## Overview

South Central College is committed to providing high quality technical and liberal arts education to the citizens of Minnesota. Program review, coupled with the college strategic planning process and the program portfolio, is an important part of this commitment as it provides essential data for continuous quality improvement and verification of program and institutional effectiveness. The Program Review procedure outlines the process for a comprehensive and systematic collection of data which will help evaluate the strengths and potentialities of a program in order to improve effectiveness. The program Strategic Plan which emerges from Program Review is then considered in the institutional planning process.

## Relevant MnSCU Board Policy

**3.36 Academic Programs**
**Part 7. Academic Review.** Each system college and university shall regularly review its academic programs for the purpose of academic planning and improvement.
Each system college and university shall submit an annual summary of its academic program review activity to the chancellor.
The chancellor, as appropriate, may conduct statewide or regional reviews of academic programs or program clusters, report findings to the Board of Trustees and, when necessary, impose conditions on academic programs.

## Purpose of Program Review

The overall goal of the program review process is the following:

- Compile data to guide program development plans, professional development activities, and facilities utilization.
- Identify the greatest strengths, best opportunities and preferred future for the academic programs. This future can run the gamut from program enhancement to elimination.
- Guiding continuous improvement for the program based on what the program should be known for.
- Development of a living, dynamic Strategic Plan with meaningful and measurable goals defined.

## Frequency

All programs are evaluated on a three year cycle that accommodates accreditation cycles and changes in personnel within program leadership. This frequency allows for the varying degrees of technological advance which occur between programs.

## Selection of Programs for Review

The selection of programs for review in any given year is made by the Vice President of Academic and Student Affairs, in consultation with the Deans of Instruction. The following factors should be considered:

- relationship of the program to others being reviewed at the same time
- marked changes in enrollment patterns (up or down)
- program change initiatives under consideration
- timing of other certifications/reviews
- state mandates
- professional organization recommendations
- elapsed time since last review

## Coordination of the Program Review Process

The Office of Research and Institutional Effectiveness facilitates the process with faculty and administration. Instructional Deans also lend the support of their departments in coordinating the Internal Review Team meetings and Strategic Planning Events.

## Self-Study Group

The Self-Study Group consists of faculty in the area being reviewed.

## Duties of the Self-Study Group

The Self-Study Group, with assistance from the Office of Research and Institutional Effectiveness, develops a portfolio of exhibits and data for review by the planning group:
- assessment plans and results and changes made from the assessment data
- operational objectives
- advisory committee minutes
- supervisor comments from internships
- examples of student academic achievement
- persistence and completion
- placement and continuing education information for graduates

- syllabi, texts, course assignments, grading criteria, etc.
- enrollment data
- current student, program graduate, advisory committee, and employer survey results
- program budgets and cost per FYE compared to similar programs in MnSCU
- FYE & FTE and FYE/FTE ratio
- Student Satisfaction Inventory, Community College Survey of Student Engagement, or other survey results
- other artifacts, particularly as they are relevant to student achievement

## Internal Review Team

After the Self-Study Group has compiled their portfolio of exhibits and data, a meeting will be scheduled with an Internal Review Team for the purpose of developing a SOAR (Strengths, Opportunities, Aspirations, Results) Analysis and list of Recommendations for continuous improvement for the program. The composition of this group is as follows:

- Dean of program area under review
- Department Chair of program area under review
- One SCC faculty member from LAS
- One SCC faculty member from a technical program (outside of the program under review)
- Academic Advisor

This Internal Review Team examines the self-study materials developed by the self-study group prior to the event. A SOAR analysis is completed as a strategic planning tool that focuses the program on its current strengths and vision of the future for developing its strategic goals. The Self-Study Team joins the Internal Review Team for part of the discussion leading to development of the SOAR Analysis and List of Recommendations. These documents are then forwarded to a Strategic Planning Team for the next step in the Program Review process.

## Strategic Planning Event

After the Internal Review Team finishes their work, the Strategic Planning Event takes place. Members of the Strategic Planning Team are:

- Program Faculty
- Dean of program area under review
- Department Chair of program area under review
- Advisory Board members
- Any additional industry/ community members faculty deem beneficial

The Office of Research and Institutional Effectiveness facilitates this event to engage all participants to have shared conversations and input on strategy and strategic planning. The

planning is flexible and scalable, so planning and decision making can be adjusted to fit SCC's culture and needs.

The end goal of the Strategic Planning Event is for the Planning Group to produce a 3-year Strategic Plan with Action Steps, measurable results and timelines. The Self-Study Group and program Dean will take this plan and review it to make sure the action steps are specific as to program needs, well-defined and measurable.

## Subsequent Action

The Self-Study Group will present their Strategic Plan to the President's Administration Team (including the Department Chair and Instructional Dean) within two months of the Planning Event. The Strategic Plan and IRT SOAR analysis will be submitted as agenda items prior to the scheduled meeting to enable review.  Any recommendations from the Administration Team that come out of the presentation will be incorporated into a revised Strategic Plan.

The college and department must both agree to support the mutual goals and action decided upon. The Vice President of Academic and Student Affairs, in consultation with program faculty and the appropriate Dean of Instruction, is responsible for actions leading to the consideration of major program changes such as elimination or substantial growth or alteration.

To help facilitate implementation of the Strategic Plan the Instructional Dean follows up with program faculty on plan items on a regular basis. The program faculty file an annual progress report with the Instructional Dean and Vice President of Academic and Student Affairs. This report is to include evidence of discussion and action for each goal/recommendation in the Strategic Plan.