



Program Portfolio Procedure

Overview

South Central College's Academic Affairs & Standards Council (AASC) began exploring an initiative to create a common set of measures for determining the relative health of academic programs in the spring of 2003. The resulting Program Portfolio was a collection of indicators or performance measures agreed upon by the AASC that are distributed and reviewed by program faculty and administration. In 2010 the scope of data was expanded to increase the breadth and depth of information available for program planning. During the transition the initiative was renamed Program Portfolio. The Program Portfolio serves to supplement the college's planning initiatives and Program Review procedures on an annual basis.

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 program or program clusters, report findings to the Board of Trustees and, when necessary, impose conditions on academic programs.

Purpose

The program portfolio is a collection of data deemed by the college as important indicators of a program's performance of overall health. Portfolios for all academic programs are developed annually and released at the beginning of the fall semester. The data is then reviewed by program faculty and college administration and is used to support program planning efforts.

Indicators

Current data measures include:

- Full Year Equivalent (FYE)
- Faculty Full-time Equivalent (FTE)
- Course Enrollment
- Persistence & Completion
- Graduate Count
- Degrees Awarded
- Graduates Employed
- Graduates Continuing Education
- Costs per FYE, MnSCU Cost Band
- CCSSE Benchmark Scores
- Employment Outlook
- Employer Satisfaction Scores

Process

1. Portfolios with current data are made available each fall semester.
2. Program faculty review their portfolio and data is validated as necessary.
3. Program faculty use the portfolio results to develop strategies for any areas of concern within the program's annual Operational Plan.
4. Resulting budget requests are either included in the program's next annual budget submission or directed to the supervising academic dean for immediate/emergency consideration.
5. Additional updates to the portfolio may be made as data becomes available throughout the year.