

Program Name:

Nunez Community College

Academic Program Review Procedures, Instructions, Formats

SAMPLE

2009

Office of Institutional Effectiveness & Research
Nunez Community College
3710 Paris Road
Chalmette, LA 70043

NUNEZ COMMUNITY COLLEGE
REVIEW FOR ACADEMIC PROGRAMS

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Overview Academic Program Review

Academic Program Review at Nunez Community College is a process that provides an extensive evaluation of Academic Programs on a three year basis.

- Emphasis: Academic Program Improvement
Academic Program Change
- Purposes: To develop recommendations for Academic Program improvement;

To analyze the Academic Program in sufficient depth to allow definitive strategies to be developed for major Academic Program revision; and

To provide information for consideration when decisions are made relative to continuation of the Academic Program.
- Schedule: Every three years, as part of a regularly scheduled Academic Program review cycle or as otherwise deemed necessary.

The Academic Program review is designed to address those issues central to Academic Program quality and the teaching/learning process. One of the primary reasons for a review is to provide information that can be used to answer the question, "What can we do to make this a better Academic Program?" In answering this question, the analysis concentrates on both qualitative and quantitative aspects of the Academic Program. Analysis of quantitative aspects provides a context within which more qualitative judgments about appropriateness, effectiveness, and adequacy can be made.

Another primary reason to review Academic Programs is to provide decision-makers with sufficient background information to make decisions relative to identified concerns and the Academic Program's future. The review attempts to answer yet another question, "Is continuation or expansion of this Academic Program justified?" All parameters are examined in sufficient depth to discover contributing factors and analyze their impact upon the Academic Program. The review looks for causes and explanations and proposes solutions, thus providing decision-makers with alternatives and a basis for choosing between them. Possible outcomes include recommendations to continue, continue with modifications, expand or discontinue the Academic Program.

The Academic Program review considers the relation of the Academic Program to institutional purpose, responses to past recommendations (if applicable), Academic Program needs, student performances, effectiveness of the curriculum and instruction, level of satisfaction with the program, adequacy of Academic Program resources, and fiscal considerations.

Academic Program Review Procedures

I. Level of Review

- A. Academic Programs are reviewed on a three year cycle
- B. Academic Program Assessment review on “as needed” basis

II. Personnel/ Responsibilities

- A. Dean of Institutional Effectiveness or designee is the chair person for the Institutional Effectiveness Committee. The Committee completes an overview for all completed Academic Program reviews and will make recommendations to the Academic Program manager and all supervisors involved with the Academic Program.
- B. Institutional Research assists with surveys, data-collection, and organization of data as appropriate.
- C. Program Manager and Faculty evaluate overall Academic Program/ certificate performance.
 - 1. Academic Program Review Committee Responsibility:
 - a. Evaluate programs and certificates
 - b. Make recommendations
 - 2. Recommend additional review as appropriate:
 - a. Place findings into a narrative summary
 - b. Dean of Institutional Effectiveness shares draft report with the I.E. Committee for final editing and inclusion of recommendations
 - 3. Division Deans and Supervisors:
 - a. Share review results via an exit report with division
- D. The Office of Institutional Effectiveness & Research forwards final report to the Chancellor’s Council and Curriculum Committee.
- E. Chancellor’s Council and Curriculum Committee approve final recommendations.
- F. Recommendations are then incorporated into the yearly planning of the Academic Program by the Academic Program manager.

Program Review- Three Year Cycle

Year 1 (2009)	ADA/St. Dev/Career Counseling Services Care and Development of Young Children Counseling Developmental Education E-Learning General Studies Paralegal Studies Teaching (Grades 1-5)
Year 2 (2010)	Business and Technology Business Technology Computer Information Systems/Computer Technology Computer Services/ IT Electrical Construction Foodservice Production Management/Culinary Arts Health Services Office Management/Medical Billing and Coding Heating, Ventilation and Air Conditioning Industrial Technology Office Careers Public Relations Sponsored Programs Student Affairs Workforce Development
Year 3 (2011)	Academic Affairs Budget Process Chancellor's Office Controller/Bursar/Payroll/Purchasing/Restrictive Funds Development and Grants EMT Facilities General Science Health and Natural Sciences Human Resources Institutional Effectiveness, Planning and Research Library Police Practical Nursing Receiving/Property Control/Mailroom

Instructions for completing worksheet:

- (A) Type your text into the text boxes. The text boxes will expand to accommodate the amount of text space you need.
- (B) Individual instructions are included before each section.
- (C) When finished, submit your Instructional Academic Program Review document to lunbehagen@nunez.edu. You may add any attachments to the email you feel are necessary for the Review document.

Worksheet

A. Academic Program Profile

1. Academic Program Purpose Statement
2. Academic Program Catalog Description
3. Awards (Specific Degrees, Certificates, Etc.)

A. Academic Program Profile

1. Academic Program Purpose Statement
2. Academic Program Catalog Description
3. Awards (specific degrees, certificates, etc. awarded)

C. Analysis of Enrollment

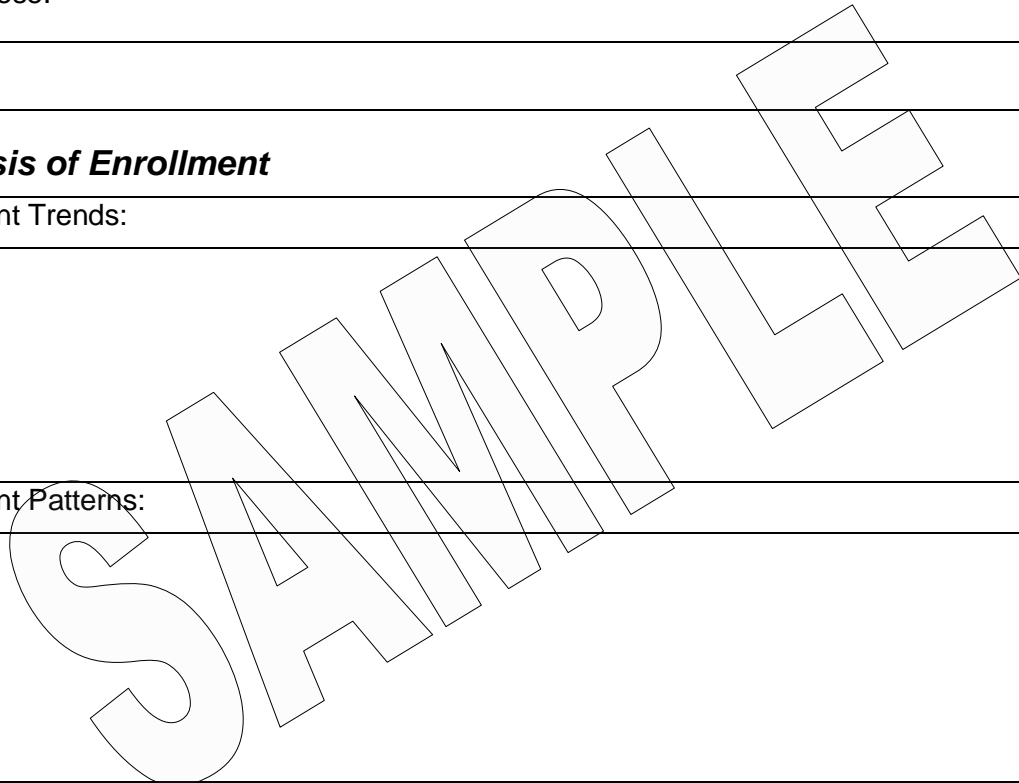
1. **Enrollment Trends:** Analyze the most recent enrollment data and briefly describe any trends apparent in the data. If necessary to provide an accurate picture of the trends in the Academic Program, extend the time period considered (for example, 4 years of date may be required in some programs to establish trends.) Explain any unusual circumstances that may be reflected in these trends.
2. **Enrollment Patterns:** Compare the diversity reflected in program student profile with the diversity of populations found in the college service area.
3. **Concerns/ Recommendations:** Briefly discuss any concerns or implications for improvement resulting from the analysis of the enrollment and make recommendations for actions to address these.

C. Analysis of Enrollment

1. Enrollment Trends:

2. Enrollment Patterns:

3. Concerns/ Recommendations:



D. Student Profile Data

1. **Gender:** Enter the total number of students in each category for this Academic Program from the fall term of the most recently completed year.
2. **Ethnicity:** Enter the total number of students in each category for this Academic Program from the fall term of the most recently completed year.
3. **Age Distribution:** Enter the total number of students in each category for this Academic Program from the fall term of the most recently completed year.
4. **Classification:** Enter the number of students enrolled for the Academic Program during the fall semester of the most recently completed year who have completed less than forty-five hours of college-level work and the number who have completed forty-five hours or more.

D. Student Profile Data

Fall Semester Only	Year 2007		Year 2008		Year 2009	
1. Gender:	Male		Male		Male	
	Female		Female		Female	
2. Ethnicity:	Black		Black		Black	
	White		White		White	
	Hispanic		Hispanic		Hispanic	
	Native American		Native American		Native American	
	Asian/International		Asian/International		Asian/International	
	Other/Unknown		Other/Unknown		Other/Unknown	
3. Age Distribution:	17-22		17-22		17-22	
	23-29		23-29		23-29	
	30-39		30-39		30-39	
	40-49		40-49		40-49	
	50-59		50-59		50-59	
	60-90		60-90		60-90	
4. Classification:	No. with less than 45 hours		No. with less than 45 hours		No. with less than 45 hours	
	No. with 45 or more hours		No. with 45 or more hours		No. with 45 or more hours	

E. Analysis of Student Performance

1. Graduation Rates for 3 years	Year	Year	Year
Graduation Rate:	%	%	%

The following information is based on % of employee placement survey by program:

Employment Rate:	In field:	%	In field:	%	In field:	%
	Not in field:	%	Not in field:	%	Not in field:	%
Do you feel your education at Nunez is relevant towards employment?	Yes:	%	Yes:	%	Yes:	%
	No:	%	No:	%	No:	%

2. Comments from Students:

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3. Recommend Nunez Community College to others:	%	%	%
4. Recommend Program to others:	%	%	%

5. Analysis of Graduation Rates:

F. Curriculum

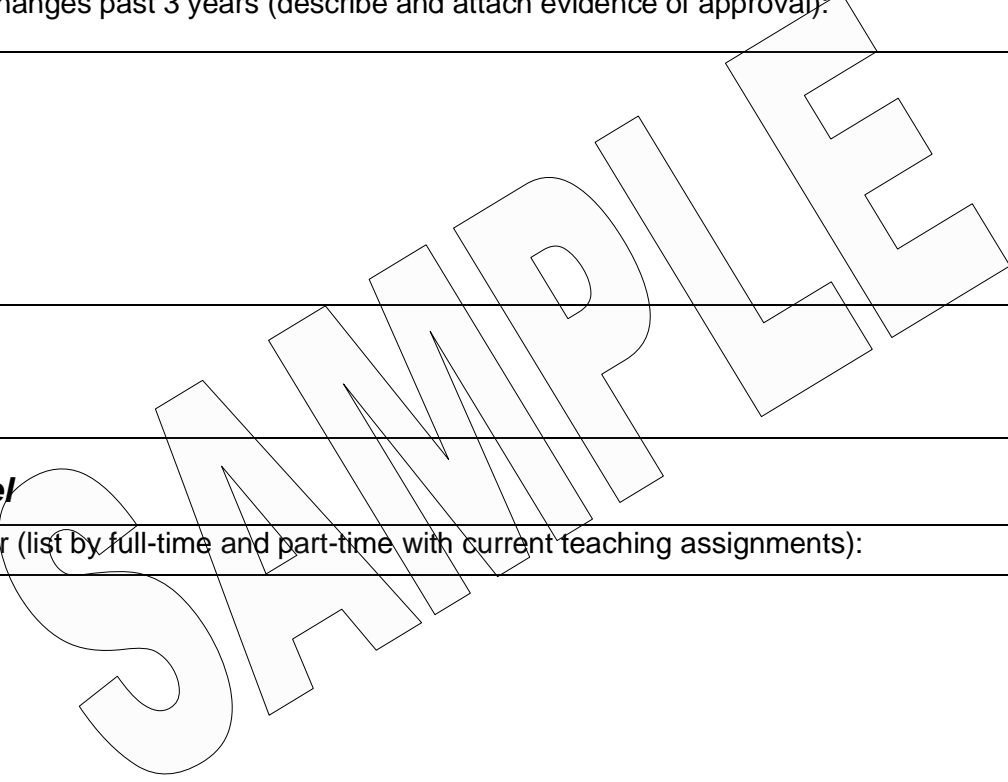
1. Course and Curriculum Requirements (from Catalog):

2. Curriculum changes past 3 years (describe and attach evidence of approval):

G. Personnel

1. Faculty roster (list by full-time and part-time with current teaching assignments):

2. Support staff roster (by name, position title, full-time/part-time status):



H. Planning and Effectiveness

1. Describe in summary the successes of the program's planning units for the past three years:

2. Describe in summary the unsuccessful goals and/or tasks of the program's planning units for the past three years:

I. Facilities and Equipment

1. Describe adequacy of current facilities, including lab space:

2. Describe adequacy of current equipment inventory (item description, date of purchase, and status):

J. Learning Outcomes

1. Summary of Learning Outcomes:

K. Analysis, Recommendations, Actions, and Approvals

1. Description of program strengths:

2. Description of program challenges:

3. Recommendations for improvements:

4. Recommendations from IE Committee (I.E. Committee Use Only):

5. Chancellor's Council and Curriculum Committee Approval (Chancellor's Council and Curriculum Committee Use Only):