Program Name:

Nunez Community College

Non-Academic Program Review

Procedures, Instructions, Formats

2009

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

NUNEZ COMMUNITY COLLEGE

REVIEW FOR NON-INSTRUCTIONAL UNITS

Table of Contents

Overview Non-Academic Program Review

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

Emphasis:	Non-Academic Program Improvement
	Non-Academic Program Change in Procedures
Purposes:	To develop recommendations for Non-Academic Program improvement;
	To analyze the Non-Academic Program in sufficient depth to allow definitive strategies to be developed for major Non-Academic Program revision of procedures; and
	To provide information for consideration when decisions are made relative to Non-Academic Program procedures and student assistance.
Schedule:	Every three years, as part of a regularly scheduled Non-Academic Program review cycle or as otherwise deemed necessary.

The Non-Academic Program review is designed to address those issues central to Non-Academic Program quality. 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 Non-Academic Program?" In answering this question, the analysis concentrates on both qualitative and quantitative aspects of the Non-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 Non-Academic Programs is to provide decision-makers with sufficient background information to make decisions relative to identified concerns and the Non-Academic Program's future. The review attempts to answer yet another question, "Is continuation or expansion of this Non-Academic Program justified?" All parameters are examined in sufficient depth to discover contributing factors and analyze their impact upon the Non-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 Non-Academic Program according to students' needs.

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

Non-Academic Program Review Procedures

I. Level of Review

    A. Non-Academic Programs are reviewed on a three year cycle

    B. Non-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 Non-Academic Program reviews and will make recommendations to the Non-Academic Program manager and all supervisors involved with the Non-Academic Program.

    B. Institutional Research assists with surveys, data-collection, and organization of data as appropriate.

    C. Program Manager and Faculty evaluate overall Non-Academic Program performance.
        1. Non-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 Non-Academic Program by the Non-Academic Program manager.

Program Review- Three Year Cycle

Year 1   ADA/St. Dev/Career Counseling Services
(2009)   Care and Development of Young Children
               Counseling
               Developmental Education
               E-Learning
               General Studies
               Paralegal Studies
               Teaching (Grades 1-5)

Year 2   Business and Technology
(2010)   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   Academic Affairs
(2011)   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 Non-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. Unit Purpose Statement

1. Provide a succinct unit mission statement and/or statement of purpose. The statement should be congruent with the College's statement of purpose and should provide a framework for the goals and objectives of the unit by addressing the desired outcomes of the educational, research, and/or service activities of the unit.

B. Unit Programs and Services

1. Provide an organizational chart for your unit (See IE for Assistance).

2. Major functions and services

   a. List the major functions and services within the unit.

   b. List services or functions which currently exist that could be discontinued or transferred to another unit. Also, state the reasons why.

   c. List services/functions that are needed which do not currently exist. Also, state why.

   d. Draw a flow chart that shows the dynamic interactions among current functions, services and personnel.

3. What external developments and trends (such as legislation, demographic, professional practices) do you believe will have the greatest impact on the unit's programs, services, and operation?

4. Evaluation
    a. On a scale of 1-10, how would you describe the level of functioning (effectiveness, efficiency) of this unit at this time? [1] Select.
    b. Please explain your rating.

    c. For the past three years, the following survey data was collected by IE/IR for this unit.

    d. Describe how you evaluate the success of your unit.

        i. What are the unit's expected outcomes for general everyday responsibilities and how are they assessed?

        ii. How do you respond to and incorporate recommendations and/or complaints from clientele (students, co-workers)?

    e. What changes have been made as the result of assessments?

    f. What results of assessments have been evaluated and have not instituted change within this unit. Also, state why.

5. Compared to similar units in comparable colleges:
a. What are the special strengths of the unit?
b. What are the major weaknesses or deficiencies of the unit?

C. 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):

D. 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:

E. 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):

F. Coordination with Other Units

1. With which other units on campus does this unit interact on a regular basis? Describe the interactions.

2. What works well with these interactions? How are positive interactions fostered?

3. What does not work? How would you suggest solving these problems? How do you address these problems?

G. Analysis, Recommendations, Actions, and Approvals

1. Description of program strengths:

2. Description of program challenges:

3. Recommendations for improvements:

H. Comments

1. Comment on any other aspects of the unit, its programs or services which you consider relevant to this review.