



Academic Program Review Process

Faculty Training

**Academic Senate VP
Program Review Committee Chair**



The Academic Program Review Process

Deadline for Submission of Program Reviews: Last Week of November

In Spring 2008, the Academic Senate approved the following resolution:

WHEREAS, Program Review is intended to improve the overall quality of existing instructional programs; and

WHEREAS, conducting a continual self-study of a program is essential to assure that the educational program is responsive to the needs of our students; and

WHEREAS, Program Review is required for accreditation; now, be it

RESOLVED, that meeting the submission deadline for Program Reviews with the report accepted as complete by the APR committee shall be a requirement for eligibility in budgetary approval processes including, faculty hiring, supplemental instructional materials and technology appropriations, and other various funding sources supporting academic programs.



The Academic Program Review Process

Procedural Guidelines APR Purpose and Concept

➤ **Background**

- APRC was formerly Subcommittee C of the Curriculum & Instruction (C&I) committee
- The review process was built upon the college mission statement and took the name of the “Achieving Institutional Mission (AIM)” committee that designed it



The Academic Program Review Process

Procedural Guidelines APR Purpose and Concept

➤ Purpose

- The purpose of the APR process is to review, analyze, and assess the content, currency, direction, and quality of the program in relation to student outcomes



The Academic Program Review Process

Procedural Guidelines APR Purpose and Concept

➤ Procedures

- Each program will undertake a self-study every three years
- The APR is composed of eight components
- For Component V, all programs will complete four criteria. A fifth criterion is included specifically for career and technical programs only



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Procedural Guidelines APR Purpose and Concept

➤ Budgetary Process

- Each program will submit APR reports to the APRC with budget recommendations for personnel and instructional materials to be incorporated into the college's annual budget process



The Academic Program Review Process

Academic Program Review Steps

1. APRC notifies Program Chair/Dean of APR
2. Program Faculty identify APR Faculty Lead and Committee members
3. Faculty Lead submits committee member names to APRC Chair
4. Committee Member Training
5. Committee organizes APR and contacts Institutional Research for data
6. Institutional Research sends data to Programs
7. Committee completes review, submits report to APRC Chair, and forwards eText to Academic Affairs VP
8. APRC reviews and accepts report, or requests clarification
9. APRC Chair submits accepted Executive Summary and Work Plan to Senate and Academic Affairs VP
10. Exec Summary & Work Plan submitted to CLC for budget consideration



The Academic Program Review Process

APR Components

- I. Academic Program Course Review Form
- II. Program of Studies/Major Review Form
- III. Response to Previous Review
- IV. Review of Statistical Data
- V. Criteria for Academic Program Review
- VI. Academic Program Recommendations
- VII. Academic Program Executive Summary
- VIII. Academic Program Summary Work Plan



The Academic Program Review Process

Component I

Academic Program Course Review Form

- Catalog Course Number
- Date of last approval for activation, modification, or inactivation of course outline
- Date of last review of prerequisites, co-requisites, and/or recommended preparation
- Identify year for review, modification, or inactivation



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Component II

Program of Studies / Major Review Form

- Program, Major or Certificate
- Southwestern College Major Code
- Southwestern College Certificate Code
- Date of Last Review
- Date of Next Review



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Component III

Response to Previous Review

- Review program strengths and weaknesses
- Review recommendations for program improvements and progress to date
- Summarize the above in a brief narrative



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Component IV

Review of Statistical Data

- Four-year summary of program data
- Includes student and course characteristics
- Program/discipline performance indicators
- Program measurement categories include:
 - Access
 - Efficiency
 - Success



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Component IV (continued)

Review of Statistical Data

Program success indicators include the following:

- Program course retention and success rates
- SWC-awarded degrees and certificates by program
- Program majors who transfer to four-year colleges
- Degrees and certificates earned from four-year colleges



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Component IV (continued)

Review of Statistical Data

Some considerations when interpreting the data

- Two sections include all enrollments in program courses:
 - *Discipline Enrollment and Outcomes Historical Summary* and
 - *Students Enrolled in Courses Under Discipline*
- Demographic, Transfer, and Award data include students majoring in the program
- Weekly Student Contact Hours (WSCH) data and Efficiency ratios do not include positive attendance hours. This affects programs differentially, depending on the program characteristics



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Component IV (continued) Data for Online Courses

Splitting out data for online courses from traditional courses will not be standard procedure. If programs wish to split out their online data, they will need to make a request to the APCR chair.



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Component V APR Criteria

1. Student Learning Outcomes are congruent with the goals of the program
2. Faculty members are qualified by
 - academic background
 - experience, and
 - continuing professional staff development
3. Program is responsive to changing conditions w/in the field
4. Enrollment planning leads to student success
5. External support for career and technical programs



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Component VI

Academic Program Recommendations

Based on the results of the self-study:

- List program recommendations for improvements
- Use the data gathered to support and formulate a plan
- List program goals and the plan for improvement based on the previous components

These recommendations should be:

- Prioritized and include supporting information
- Placed on the Summary Work Plan for implementation

Note: All recommendations must be substantiated by information from the self-study.



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Component VII

Academic Program Executive Summary

- Limit Executive Summary to two pages or less
- Before submitting, secure signatures from faculty lead person, committee members, department chair and dean
- Attach the routing slip



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Component VIII

Academic Program Summary Work Plan

- Recommendation Number from Component VI
 - ❖ Include Key Words for Easier Reference
- Supporting Component Number
- Responsible Individual(s)
- Estimated Completion Date
- Constraints (if any)
- Associated Costs (if any)
- Progress Report
- Implementation and Evaluation Report



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Questions?

For more information regarding content and procedures, contact the APRC Chair