

**DIN: 3075-2-01**

**Name of Process: Academic Program Vitality and Effectiveness Review Process**

**Purpose**

As professional educators our *primary goal is to facilitate learning*. We must have relevant, current programs and must establish program goals designed to prepare students to achieve their educational goals. Northwest Technical College recognizes that, as an institution, we need to be accountable—to our students, our employees, and to the broader community. Program review provides a structured, scheduled opportunity for a program to develop a strategy for improvement.

The Review:

1. shows the relationship between the NTC Mission Statement and program;
2. identifies the need for and value of each instructional program as well as the program’s effectiveness;
3. defines the needs of the program so that the resources of the institution may be appropriately applied;
4. points to areas where curriculum and staff development are necessary;
5. provides the data and information for use in institutional planning and resource allocation.

**Scope**

This process applies to all academic programs.

**Definitions**

The following is a list of key definitions:

<b>Term/Phrase</b>	<b>Definition</b>
Academic Program	Certificate, Diploma or Degree program
Program Vitality measures	Measures of efficiency (Part I) that are reviewed annually. Vitality Measures include enrollment, total credits generated by program majors for entire academic year, FTE/FYE ratio, similar program information, comparison of program to state average, facility costs, program retention rate, graduation rate, placement, credential pass rate (if applicable), and revenue.
Program Effectiveness Indicators	Indicators of program effectiveness ( Part II) that are reviewed every three years. Indicators include Academic Program Improvement report, curriculum review, learner review, resource review, achievements, and plans for the future.
AASC	Academic Affairs and Standards Council, which is responsible for making recommendations regarding programs and curriculum.

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 11/19/06 12:50 PM
Document Number: 3075-2-01	Rev. 3-06	Page 1 of 3	Level # 2
Title: Academic Program Vitality and Effectiveness Review Process			Implementation Date: 10-05

**Process**

The table below describes responsibilities for this process:

Stage	Who	Description
1	Director of Institutional Effectiveness	Compile Program Vitality measures for each program. Submits completed forms to Dean of Academic Affairs and appropriate Division Chair.
2	Dean of Academic Affairs	Coordinates review of all programs re: Program Vitality measures. Schedule review dates for programs slated for complete Program Vitality and Effectiveness Analysis and notify faculty of their scheduled review date.
3	Program faculty	Review Program Vitality data. Update Program Vitality Information, if needed (i.e., Program history, uniqueness, and mission analysis and interrelatedness. Provide updated information to Director of Institutional Effectiveness for inclusion on Program Vitality form.
		IF program is scheduled for comprehensive review,  THEN complete Program Effectiveness portion of Program Vitality and Effectiveness Analysis form. Submit to Academic Dean and Division Chair one month prior to scheduled review.
		IF program is not scheduled for comprehensive review,  THEN skip to stage 8.
4	Academic Dean and Division Chairs	Review completed Program Vitality and Effectiveness forms for completeness. Send completed forms to Academic Affairs and Standards Council members for programs undergoing comprehensive review.
5	AASC Chair	Convene AASC for program review presentations by program faculty of programs undergoing comprehensive review in accordance with schedule.
6	Program faculty	Present their report to the AASC for review at the scheduled time. Division Chair and Dean may provide additional information.
7	AASC, Dean and Provost	Listen to presentations. Make observations/recommendations based on the presentation and information provided in the review process. Complete Program Vitality and Effectiveness Analysis form. Chair sends completed form summarizing findings and providing recommendations of the AASC to Dean and Provost who add their own comments.
8	Academic Dean	Annually confer with program faculty and division chair regarding program vitality and effectiveness (vitality results for all programs, vitality and effectiveness results for programs that underwent comprehensive Program Vitality and Effectiveness Review process). Dean and Provost may use this information to make program decisions.
9	Program faculty and Advisory Committee	Complete three-year Academic Program Action Plan, with input from Chair and Dean, outlining planned actions to enhance program vitality and effectiveness.

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.		Print Date: 11/19/06 12:50 PM
Document Number: 3075-2-01	Rev. 3-06	Page 2 of 3
Title: Academic Program Vitality and Effectiveness Review Process		Level # 2
		Implementation Date: 10-05

10	Academic Dean	Complete MnSCU Program Review report for those programs that underwent comprehensive Program Vitality and Effectiveness Review process.
----	---------------	---

**Supporting references**

Listed below are college documents that support this process:

- 3075-1-01 [Program Vitality and Effectiveness Review](#) policy
- 3075-4-01 [Program Vitality and Effectiveness Review form](#)
- 3075-4-02 [Program Vitality and Effectiveness Analysis form](#)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 11/19/06 12:50 PM
Document Number: 3075-2-01	Rev. 3-06	Page 3 of 3	Level # 2
Title: Academic Program Vitality and Effectiveness Review Process			Implementation Date: 10-05