

**DIN: 3075-3-01**  
**Name of Procedure: Completing Program Effectiveness Reports**

**Purpose**

To guide faculty in the completion of the program effectiveness report for the comprehensive program review process. These reports are completed every three years when the program area is scheduled to undergo comprehensive program review.

**Scope**

All faculty responsible for completing the form.

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition/Description
Program Vitality Report	Report of program vitality measures. This is completed for faculty by the office of institutional effectiveness each year.
Program Effectiveness Report	This is a report of the effectiveness of the program which is completed by program faculty every three years in accordance with an established rotation. The form includes writing prompts to ensure that faculty address all aspects of the effectiveness review.
Program Review eFolio	Program Review process and documentation are posted in the NTC Program Review portfolio at <a href="http://ntcprogramreview.project.mnscu.edu">http://ntcprogramreview.project.mnscu.edu</a> Divisional materials are in a password protected section. Passwords are available from division chair, dean of academic affairs, or office of institutional effectiveness.

**Procedure**

The table below describes the steps in this procedure:

Step	Action
1	Access the Program Effectiveness report. This can be printed from the NTC Program Review eFolio or from the Policy page on the website (3075-4-01 Program Vitality and Effectiveness Review). They can also be electronically completed at the Program Review eFolio site <a href="http://ntcprogramreview.project.mnscu.edu">http://ntcprogramreview.project.mnscu.edu</a>
2.	Access the Program Vitality Report at site listed above. This is informative but not crucial to the completion of most items in the Program Effectiveness Report, so preparers can begin on the Program Effectiveness Report prior to the posting of the Program Vitality Report, if they so choose.

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Document Number:3075-3-01	Rev.	Page 1 of 2
Title: Completing Program Effectiveness Reports		Implementation Date:

3.	Complete Part I of the form. This section includes more information about the program. Be sure to include the information exactly as it is printed on the college website. Program outcomes can be obtained from the office of institutional effectiveness or the division chair. They can also be printed from the eFolio Resource site at <a href="http://">http:</a>
4.	Complete Part II of the form, addressing all prompts. Be sure to get the input of other faculty who teach the program. If inputting the responses electronically in the program review site, inform the office of institutional effectiveness when you are done so the report can be printed. Office will send a printed copy to faculty and division chair.
5.	Attach the appendixes as indicated to the form. Submit the entire form to the division chair for review. If submitted through electronic completion, send these appendixes as a pdf to division chair.
6.	After review with division chair, send final report to dean one month prior to scheduled review. CC the AASC chair.

**Supporting references**

Listed below are college document(s) that support this procedure:

3075-2-01 Program Review Process

3075-4-02 Program Vitality and Effectiveness Review Form, Part III.

<u>The most current documentation is electronic, therefore please discard printed copy after 24 hours.</u>		Print Date: 10/01/10 11:15 AM
Document Number:3075-3-01	Rev.	Page 2 of 2
Title: Completing Program Effectiveness Reports		Implementation Date: