

**DIN: 3075-3-01**  
**Name of Procedure: Completing Program Three Year 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:

<b>Term/Phrase</b>	<b>Definition/Description</b>
Yearly Data Report	Report of program vitality measures. This is completed for faculty by the office of institutional effectiveness each year.
Three Year 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.

**Procedure**

The table below describes the steps in this procedure:

<b>Step</b>	<b>Action</b>
1.	Access the Program Review form/report. This can be printed from the NTC Policy page on the website (3075-4-01).
2.	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. Part II is the Yearly Data Report.
3.	Complete Part III of the form, addressing all prompts. Be sure to get the input of other faculty who teach the program. Note that the Yearly Data Report, Program Learning Outcome Validation, (3115-4-01) and Program Student Learning Outcomes Improvement Plans (3115-4-02) Program Student Learning Outcomes Improvement Report (3115-4-04) will be used as resources for completing Section III.
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.

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6.	After review with division chair, send final report to dean one month prior to scheduled review. CC the AASC chair.
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**Supporting references**

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

3075-2-01 Academic Program Review Process

3075-4-02 Program Analysis Review

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