Northwest Technical College
Program Review Form/Report

"Assessing the effectiveness and efficiency of our efforts to achieve educational success and meet college goals."

Guiding Principles of Program Improvement and Review:

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.

Information for the process:

I: **General Program Information.** Purpose is to give a description of the program(s) being reviewed.   The basic information on this form is provided by faculty, with assistance as needed from the Office of Institutional Effectiveness. This is compiled annually as a cover document for the annual Program Yearly Data Report Review.

II: **Yearly Data Report** will be compiled on each program on an annual basis. The information on this form is gathered by the Office of Institutional Effectiveness. Information is provided from ISRS, from the Dean/HR and from the Business Office.

   a) The Office of Institutional Effectiveness will compile data needed by each program for the Yearly Data Report. This section will be distributed through the division chairs to program faculty for review and input.
   b) Program Vitality Indicators include:

   - Enrollment
   - Completion
   - Business Factors – Program Cost
   - Placement

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III. **Three Year Program Review** will be compiled on a three-year cycle**.**

    a) The cycle will be determined and posted.

        Exception:

- The Academic Affairs and Standards Council recognizes that NTC programs may be routinely reviewed for accreditation or certification. It is not the expectation of the AASC that these programs duplicate efforts by submitting yet another set of documents to be reviewed. In the event a program has been reviewed within a year of the scheduled NTC review using an accreditation or certification process, the only submission required is to identify page numbers using the Criteria Table of Contents as to where information can be found. In the event accreditation or certification did not require input to one of AASC established criteria, that information should be submitted as an addendum to the accreditation or certification documentation.
- If it is determined by the Dean and Vice President of Academic Affairs that program probation is appropriate; a program improvement plan will be collaboratively developed by the program faculty and Dean. Targets and timelines will be established.

    b) Program Effectiveness Indicators include:

- Curriculum Review
- Enrollment Review
- Resource Review
- Program Effectiveness Review (include Academic Program Improvement Report as Appendix)
- Achievements
- Plan for the Future

    c) Program faculty, will use accumulated **Part I: General Information** and **Part II: Program** Yearly Data Reports of the previous three years' to write a narrative **Reflective Analysis** which will be submitted to the Academic Dean and Division Chair one month before the scheduled review.

    d) Program faculty will present their report to the AASC for review at the scheduled time. Division Chair and Dean may provide additional information.

    e) The AASC will make observations and/or recommendations based on the analysis and presentation of the data presented in the review process. The AASC Chair will send a letter summarizing findings and providing recommendations to the program faculty, Dean, and Vice President of Academic Affairs. The Dean and Vice President of Academic Affairs will utilize this information as input to program decisions.

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NORTHWEST TECHNICAL COLLEGE
PART I: General Program Information

Note: This portion shall be completed by program faculty. This will be available for review and update as needed.

Name of Program/Award (Indicate each award offered in the program area, e.g. AAS, Diploma, Certificate)	Campus/*On-line*	Indicate program Accreditation or Certification status, if any
1	1	1
2	2	2
3	3	3
4	4	4

Program Descriptors
✓ Program Description

✓ Program Outcomes

✓ Program Accreditations

Program Articulation Agreements with secondary schools
Program Articulation Agreements with other post-secondary institutions

Program Uniqueness (How unique is this program? i.e., number of similar options for potential students?)

Mission Analysis and Interrelationships
Describe the relationship (congruency/ discrepancy/ rationale) between the program's mission/purpose and those of Minnesota State and the College:
✓ Minnesota State Mission (https://www.minnstate.edu/system/ia/about/mvv.html)
College Mission, *Vision, and Values* (http://www.ntcmn.edu/about/mission.php)

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Respond to each category below.

Curriculum Review *Resource Policy 3115-4-01*	**Curriculum Review** (Use this section to analyze the efficacy of the program's curriculum.)

✓ **Curriculum relevancy** (i.e. Job Task Analysis, credentialing body's recommendation, advisory committee, National Skill Standards, accreditation)
• As changes in technology and equipment take place in industry, how are you staying on the cutting edge?
• Identify your competition (industry, other colleges, internet, etc.)? When comparing your program's curriculum to your competition:
    ○ What are the specific differences in content or delivery?
    ○ What areas of opportunity for change have you identified through the comparison process?
• What are your advisory committee recommendations? (provide most recent minutes and other input from business/industry)
• If applicable, what have been your accreditation recommendations?
✓ **Curriculum Delivery Mode**
• Comment on the applicability and feasibility of curriculum delivery in alternative modes (distance, evening/weekend, compressed, OCHS, etc)	

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Enrollment Review Resource Yearly Data Report	**_Enrollment_ Review**
✍ Analyze **enrollment trends** ✍ Analyze **retention trends** ✍ **Participation rate** of diverse population students **Marketing/recruiting strategies** • What are program specific marketing efforts that have occurred with your program? ✍ • What are your suggestions for future program specific marketing? ✓ Describe how your program provides **academic advising** to individual students each semester.	(Use this section to analyze how well the program understands and responds to the needs of students)
Resource Review ✓ **Faculty Resources**	**Resource Review** (Use this section to analyze the adequacy of resources for program needs and requirements for delivery of quality career and technical education)

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- ✓ **Business/industry partnerships**
- Identify connections with business and industry.
- *Internships, clinicals*
- *How effective is your program advisory committee?*
- ✓ **Labor Market Trends**
  - *May use Dept. of Economic Security information*
    http://www.deed.state.mn.us/lmi/
  - *Employment*
  - *Average Salary*
  - *Projections*
- ✓ **Facility**
  - Analyze existing facility adequacy to serve instructional needs of the program, including size, scope, configuration, condition, and safety factors.
  - Project future needs based on expected program growth, changes, safety.
- ✓ **Equipment/*Supplies***
  - Analyze existing technical and instructional equipment and associated budget available to the program for instructional purposes.
  - Project future needs based on expected program growth, changes, safety, and budget.
  - Identify training/on-going support/maintenance needs to parallel current and new equipment use.

  - Identify alternative means of supply acquisition (donations, student packets, *leveraged equipment,* and conservation mechanisms).

✓ **Grants/outside funding/scholarships/donation**	
Program Effectiveness *Resource 3115-1-01 and 3115-4-02* ✓ **Analysis of Student Learning Outcomes Plan**	**Program Effectiveness** (Use this section to analyze the assessment results for the program, as reported for Policy 3115-4-02 in the Program Learning Outcomes Improvement Plans, Appendix A – Part I Program Effectiveness Plan and Part II Program Effectiveness Report.)

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Achievements

- ✓ What else should the committee know about the program that wasn't reflected in the above information?
- ✓ Address here a critical question: **How have the faculty of this program (personally and professionally) and the program contributed to the reputation of the institution?**

Achievements
(Use this section to highlight special recognitions, awards, and acknowledgments for the program, students, and faculty.)

Review Your Three-Year Program Report
- ✓ What did you do in response to the recommendations from your previous Program Review?
- ✓ What are the results from your action plan?
- ✓ What from the previous report did not get completed?

Response to previous 3 year Program Report
(Use this section to explain what your program has done in the past three years since its last program review and results of action plan.)

Plans for the Future

- ✓ What is your **vision** for the program's future?
- ✓ What is the potential for the development of **new articulations and career pathways?**

Plans for the Future
(Use this section to describe the program's potential development to meet future needs and innovations.)

NORTHWEST TECHNICAL COLLEGE
APPENDIX A:
ACADEMIC PROGRAM IMPROVEMENT REPORT

Program:	Prepared for Academic Years of:
Submitted by:	**Date Submitted:**

PROCESS:

This narrative report is to be prepared with the input and involvement of all program faculty and the division chair. The dean will provide a copy to the AASC.

I.   Attach the program's *Curriculum Map* and the *Yearly Data Report* documents for the past three academic years.

II. Summarize the program improvements made since the last Program Review. Include in your summary responses to the following:
- What changes were made in curriculum? Include changes to content, changes to courses, and changes to program requirements.
- What changes were made in instructional delivery and/or approach?
- What assessment results prompted these changes? What were the problem areas that were revealed by the assessments?
- How well did the changes address the problems?

III. Analyze the effectiveness of your program's Program Plan and Report. Include in your analysis, responses to the following:
- How effective were the assessment methods used in identifying problems?
- Did student achievement problems arise that were NOT revealed through your assessment efforts?
- What changes, if any, will be made to the Program Effectiveness Plan and why?

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Attach the following Appendices:

APPENDIX B: Copy of Current Catalog Program Page(s)

APPENDIX C: Copy of Articulation Agreements/Articulated Career Pathways (if applicable)

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