

**DIN 3075-1-01**  
**Title of Policy Academic Program Review**

**Policy**

Northwest Technical College will review all academic programs on a regular cycle to ensure that these programs meet academic standards of learning achievement, accreditation, licensure or certification requirements and that the programs continue to contribute effectively to the mission of the college. Programs will undergo annual review of agreed-upon efficiency measures, with a comprehensive review of both viability and effectiveness at least every three years. Programs not meeting acceptable standards of viability in the annual review may be subject to more frequent comprehensive review, suspension or closure.

**Purpose**

To ensure quality academic programs that remain current in addressing needs of business and industry.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Vice President of Academic Affairs	Ensure policy implementation
Dean	Ensure that Academic Program Review occurs in accordance with policy. Facilitate data collection and provide administrative support for process. Collect and review yearly data report for each academic program. Distribute data to programs. Establish rotation cycle for comprehensive review.
Division Chairs	Work with program faculty in the division to facilitate program assessment and completion of the comprehensive review.
Program Faculty	Conduct assessments of student learning outcomes in accordance with Program Student Learning Outcomes Improvement Plan (assessment of learning 3115-4-02). Review and analyze results. Complete all aspects of comprehensive Academic Program Review process in 3075.
Academic Affairs and Standards Council	Review results of comprehensive Academic Program Review for each program in accordance with rotation cycle. Monitor the process for improvement opportunities.
Institutional Research	Compile yearly data report, submit to Dean

**Supporting References**

- Listed below are college document(s) that support this policy:  
 3075-2-01 Academic Program Review Process  
 3075-3-01 Completing Program Three Year Reports  
 3075-4-01 Program Review Form/Report  
 3075-4-02 Program Analysis Review

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: 08/29/19 11:18 AM
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Approved: Dr. Faith Hensrud	Date: 8/21/19	Check here if policy should appear in campus handbook:	

- 3115-1-01 Student Outcome
- 3115-2-01 Validating Program Student Outcomes (Annual)
- 3115-2-01.1 Creating Program Outcomes for New Programs
- 3115-2-02 Assessing Academic Achievement
- 3115-4-01 Program Learning Outcome Validation
- 3115-4-02 Program Student Learning Outcomes Improvement Plans
- 3115-4-04 Program Student Learning Outcomes Improvement Report

**Compliance References:**

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

Minnesota State Policy [3.36 Academic Program Review](#)

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