DIN: 3075-2-01
Name of Process: Academic Program 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.

Scope

This process applies to all academic programs.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Academic Program	Certificate, Diploma or Degree program
Yearly Data Report	Measures of efficiency (Part II) that are reviewed annually, including enrollment, completion, placement and business factors-program costs and budget.
3 Year Report	Indicators of program effectiveness (Part III) that are reviewed every three years. Indicators include Academic Program Improvement report, program effectiveness, curriculum review, enrollment 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.

Program

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Office of Research & Institutional Effectiveness	Compile Yearly Data Report measures for each program. Submits completed forms to Dean and appropriate Division Chair.
2	Dean	Coordinates review of all programs re: Yearly Data Report measures. Schedule review dates for programs slated for 3 Year Report and notify faculty of their scheduled review date.

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3	Program faculty	Review Program Yearly Data Report. Update Program Yearly Data Report Information, if needed (i.e., Program history, uniqueness, and mission analysis and interrelatedness. Provide updated information to the Office of Institutional Effectiveness for inclusion on Program Yearly Data Report.	
		IF program is scheduled for comprehensive *three year* review,	THEN complete *three year report*. Submit to Dean and Division Chair one month prior to scheduled review.
		IF program is not scheduled for comprehensive review,	THEN skip to stage 8.
4	Dean and Division Chairs	Review completed Program Yearly Data Report and three year report 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 three year 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 V.P. of Academic Affairs	Listen to presentations. Make observations/recommendations for improvement based on the presentation and information provided in the review process. Complete Program Analysis form. Chair sends completed form summarizing findings and providing recommendations of the AASC to Dean and Vice President of Academic Affairs who add their own comments and approve or reject future plans.	
8	Dean	Annually confer with program faculty and division chair regarding program review. Dean and Vice President of Academic Affairs 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 the program.	

Supporting references

Listed below are college documents that support this process:

3075-1-01 Academic Program Review

3075-4-01 Program Review Form/Report

3075-4-02 Program Analysis Review

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