



**PROGRAM REVIEW
HANDBOOK
2018-2019**

For more information:

[Program Review Process, Procedures and Forms Webpage](#)

MESSAGE FROM VICE CHANCELLOR FOR ACADEMIC AFFAIRS & PROVOST

At Delgado Community College, the Program Review process focuses departmental planning, review and goal setting on supporting our College Mission. One of our ultimate goals is to sustain continuous quality improvement in every department—instructional and non-instructional—thus improving our students’ chances of success.

Program Review provides an opportunity to review, analyze, and assess the content, quality and sustainability of a program with respect to student learning outcomes and the student experience at Delgado Community College. It fosters academic excellence, helps programs determine how to raise the quality of its offerings, and provides guidance for faculty and administrative decisions in support of continuous future improvement. At its heart, program review brings about program improvement through the collection of evidence about the quality and effectiveness of programs, through shared reflections and collegial dialog about the program’s current quality and future direction, and through constructive feedback during peer and administrative review. Program review serves college and system strategic planning efforts, technology planning, staff development, and other efforts aimed at improving student achievement and learning. Decision-making processes, including those affecting resource allocation, and hiring of full-time faculty rely on program review as a basis for evaluating program requests.

Vice Chancellor for Academic Affairs and Provost
Delgado Community College

Function of Program Review Committee

The [Committee on Program Review](#) will coordinate and implement comprehensive outcome review processes for academic programs following the guidelines set forth in the College's policy on Planning and Assessment and as directed by the Planning and Assessment Council. Duties of the Committee will include:

- (1) the designation of programs for review each semester on [three-year assessment cycles](#);
- (2) assistance in the execution of the assessment procedures;
- (3) evaluation of the program review reports; and
- (4) support for program-based efforts in utilizing the results of the reviews.

In addition, the Committee assures that assessment of each academic discipline based on clear goals and objectives is performed within academic departments on a regular basis.

Program Review Procedures

(1) Designation of Programs for Review Each Semester on Three-year Cycles

- Identify Programs for Review and Appoint Committee Members.
- Timeline: Follow [Annual Program Review Cycle](#)

(2) Assistance in the Execution of the Assessment Procedures

Include with completed [Program Review Template](#):

- Annual Unit Assessment Plans
- Career Pathways Development Report
- List of Full- Faculty Members, Internship Hosts, and Advisory Committee Members
- Articulation Agreements
- Current Catalog Pages with Program Outcomes Listed
- Action Plan*
- Minutes from Advisory Committee Meetings

****Deans meet with Lead Faculty (Unit Heads, Program Leads) to create Action Plan.***

Actions come from the Program Review form as well as Advisory Committee meetings, Annual Unit Assessment plan goals and Career Pathways priorities):

II. B. 2. What actions/use of results have been taken in response to the assessment results to improve student learning?

II. C. 3. What actions were taken in response to the assessment results of employer satisfaction of recent program graduates?

III. A. 3. What strategies is the program taking regarding: Student Enrollment, Persistence (Retention) and Completion (Graduation)?

IV. B. 1 & 2 What are the opportunities to improve the program? List Action Plan or Suggested initiative to strengthen the program.

Action	Who?	What?	When?	Resources needed?

(3) Evaluation of the Program Review Reports

- Program Reviewers submit final Program Review to Deans for approval
- Submit to appropriate faculty and Dean for Action Planning
- Deans submit Program Review to the Coordinator of Program Review and Assessment and Vice Chancellor for Academic Affairs and Provost
- Presentations to Program Review Committee by committee Members
- Highlight Strengths, Opportunities for Improvement and Program Viability
- Submit Recommendations to Curriculum Committee

(4) Support for Program-based Efforts in Utilizing the Results of the Reviews

This will include:

- responsibility for actions/use of results
- opportunities for improvement/action plan
- responsibility for taking budget requests forward



Program Review Cycle

August/September

The [Program Review Committee](#) will meet. Programs for the following academic year will be chosen for both Program Review. Committee members will be assigned to review programs along with Lead Faculty members from those programs. Deans match Program Reviewers with Lead Faculty (Unit Heads, Program Leads).

- Membership will be reviewed. New members will need an orientation and an assignment with a veteran committee member for the first year.
- Review of [Program Review Webpage](#).
- Deans and Lead Faculty will present an update on Action Plans from Program Reviews presented during the previous Fall Semester.
- Discuss ways to improve the Program Review process.
- Review of [Program Review Template](#) to ensure consistency in format across the College. Program Goals must support Division Goals, Academic Affairs Unit Goals and be in alignment with the College Strategic Focus and Mission.
- Reviewers work with Lead Faculty and Coordinator for Program Review and Assessment to ensure that the review is completed by the PRC team members and program chair in consultation with program faculty and advisory committee members. This review will focus on five areas of the program:
 - I. Program Goals and Rationale
 - II. Program Outcomes Assessment
 - III. Program Resources and Support
 - IV. Program Strengths and Opportunities for Improvement
 - V. Program Viability

Before the End of Fall Semester

- Program Reviewer and Lead Faculty use their rough draft of the Program Review to work with Career Pathways Coordinator.

January/February

- Program Reviewers meet with assigned Lead Faculty to finalize Program Reviews.

March

- Program Reviewers and Lead Faculty submit final Program Review to Deans for approval.
- Program Faculty and Deans begin work on their Action Plans.
- Deans submit Program Review to the Coordinator of Program Review and Assessment and Vice Chancellor for Academic Affairs and Provost.
- Coordinator of Program Review and Assessment creates Executive Summaries to be presented to the Program Review Committee.

April

- Full Program Review Committee meets.
- New members will need an orientation and an assignment with a veteran committee member for the first year.
- Executive Summaries are presented by Program Reviewers to Program Review Committee for review and sent to the Vice Chancellor for Academic Affairs for approval.
- Deans submit “Strengths” in the form of a press release to the Office of Institutional Advancement and to the Coordinator of Program and Review for an internal newsletter.
- Program Review recommendations are submitted to Curriculum Committee for their review.