

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 34

TITLE: Academic Program Review

EFFECTIVE DATE: August 5, 2014

PROCEDURE

1. PURPOSE

To provide general information and guidance on the conduct of the review and evaluation of the viability, adequacy, necessity, and consistency of academic programs leading to certificates and degrees at New River Community and Technical College (hereafter, the College) in accordance with Board of Governor's Policy 5: Academic Program Review.

2. SCOPE AND APPLICABILITY

This college procedure applies to all academic programs.

3. DEFINITIONS

- A. **Adequacy:** an assessment of an academic program's quality.
- B. **Consistency:** an assessment of the centrality of an academic program to New River Community and Technical College and the attainment of its mission.
- C. **Council review:** an analysis of the appropriateness of the actions of the Board of Governors, particularly as the actions relate to viability, adequacy, necessity, and consistency with institutional mission.
- D. **Institutional review:** reflective departmental self-study of programs selected for review that is evaluated by a Program Review Committee and acted upon by the Board of Governors for the College.
- E. **Necessity:** an assessment of the current and future need for an academic program.
- F. **Special program review:** either the Board of Governors or the Council may request the conduct of an academic program review for a given purpose
- G. **Program:** a curriculum or course of study in a discipline or specialty that leads to an academic certificate or degree
- H. **Viability:** an assessment of an academic program's sustainability and cost-effectiveness.

4. PROCEDURES

Rationale: A continuous process of evaluation allows for early identification of programs

that need particular scrutiny so that changes can be anticipated, appropriate intervention can take place, and corrective action can be accomplished within normal institutional planning efforts.

Each institutional governing board within the state of West Virginia has the responsibility to review and evaluate each academic program leading to a certificate or degree on a five-year cycle in terms of the viability, adequacy, necessity, and consistency with mission, and alignment with the institutional master plan, the institutional compact, and the education and workforce needs of the institution's service area. In addition, as part of the review, periodic studies of graduates and their employers are required to determine placement practices and the effectiveness of the educational experience.

Program Review Levels

- A. **Institutional review:** reflective departmental self-study of programs selected for review that is evaluated by a Program Review Committee and acted upon by the Board of Governors for the College.
- B. **Council review:** an analysis of the appropriateness of the actions of the Board of Governors, particularly as the actions relate to viability, adequacy, necessity, and consistency with institutional mission.
- C. **Special program review:** either the Board of Governors or the Council may request the conduct of an academic program review for a given purpose.

For programs that are accredited by specialized accrediting or approving agencies recognized by the Federal government and/or the Council on Higher Education Accreditation are considered to have met the minimum requirements of the academic program review process with respect to adequacy. For such programs, the College will submit to the WV Council for Community and Technical College Education: a copy of the comprehensive self-study conducted in compliance with the accreditation or approval process; a copy of the letter containing the conferral of accreditation or approval and a written statement from the Chief Academic Officer (Vice President for Academic Affairs) regarding the program's consistency with mission, viability, and necessity.

It is the responsibility of the College to ensure that the academic program review process is conducted objectively and that persons external to the academic department in which a program under review is housed and/or external to the College participate in the review.

- A. To ensure compliance with a five-year cycle of review for each program, a long-term schedule of academic program reviews is developed by selecting approximately 20% of the academic programs leading to a certificate or degree for review each academic year over a five year period.
- B. The Director of Institutional Research provides an analytic report to all Department Chairs and the Chair of the Program Review Subcommittee for each academic program under review. The report contains an analysis of all trended data deemed necessary for an in-depth review of program viability, adequacy,

- necessity, and consistency as previously described and as determined by the members of the Planning and Evaluation Standing Committee.
- C. The Vice President for Academic Affairs works collaboratively with the Chief Financial Officer to provide a trended report on each program's financial performance since the last review cycle or program inception, whichever is applicable, and a projection of each program's financial performance for the next five-year cycle, based on enrollment projects.
 - D. The Office of Academic Affairs will provide information on faculty credentialing, institutional service, and professional development for each program under review.
 - E. A team of faculty from the programmatic area under review is responsible for performing and documenting a self-study in accordance with the Guidelines for Academic Program Review and Post-Audits published by the Office of Academic Affairs.
 - F. The Program Review Subcommittee of the Planning and Evaluation Standing Committee is responsible for performing a review and evaluation of all programmatic self-studies conducted each academic year, and for developing documentation that includes a discussion of their observations, evaluation, and a recommendation for action by the Board of Governors.
 - G. The Board of Governors will review each recommendation of the Program Review Subcommittee and take action, with the following outcomes being possible:
 - i. Continuation of the program at the current level of activity, with or without specific action (which could include periodic review or monitoring reports);
 - ii. Continuation of the program at a reduced level of activity (i.e., reducing the range of optional tracks or specialties) or other corrective action;
 - iii. Identification of the program for further development or revision; or
 - iv. Development of a cooperative arrangement for program delivery with another institution, or sharing of courses, faculty, facilities, and the like.
 - v. Discontinuation of the program
 - H. If the Board of Governors determines that a program should be discontinued, the provisions of the WV Council for Community and Technical College Education as contained in Title 135 Procedural Rule, Series 11: Submission of Proposals for Academic Programs and the Monitoring and Discontinuance of Existing Programs will apply.
 - I. The Vice President for Academic Affairs ensures appropriate reporting of all annual academic program review activity to the Chancellor on a timely basis.
 - J. If the WV Council for Community and Technical College Education staff concludes that the College's action should be modified, there will be a consultation between a staff member and the President of the College (or designee) to reach consensus. If consensus is not possible, the matter will be referred to the Council for resolution.

RELATED POLICIES AND/OR PROCEDURES: Board of Governors Policy 5: Academic Program Review; Administrative Department Procedure on Academic Program Review; and West Virginia Council for Community and Technical College Education Title 135 Procedural Rule, Series 10: Policy Regarding Program Review

RESPONSIBLE OFFICES: President; Office of Academic Affairs

Approved by: President Cabinet 08/5/2014