

A Guide for the Academic Program Review

Name of Academic Program

Official Program Description

Check to make sure the program description listed on your previous year's program review matches the one listed in the most current catalog.

Program Mission:

Review your program's mission statement.

If updates need to be made, reflect the change (s) on your program review and list as an action(s) item on your **annual plan**.

Philosophy:

Review your program's philosophy.

If updates need to be made, reflect the change (s) on your program review and list as an action(s) item on your **annual plan**.

Program Curriculum:

After reviewing the list of credentials offered in your program, as listed on last year's academic program review, determine if any updates need to be made or if new credentials need to be added to list. If so, modify on this year's program review.

List any action items to be incorporated into your **annual plans** (i.e. new class offered, expand to a different campus, update curriculum)?

Programmatic Accreditations/Certifications:

Review your program’s accreditation status and certificates listed on last year’s program review. Do any updates need to be made or are there any new accreditations/certifications that need to be added to the list? If so, modify on this year’s program review.

List any action items to be incorporated into your **annual plan** (i.e., obtain a new certification, renew a certification, write an SNA for certification training):

Memorandums of Agreement

Review your program’s MOAs listed on last year’s program review . Are there any new agreements that need to be added to the list or are there any updates that need to be made? If so, modify on this year’s program review.

List any action items to be incorporated into your **annual plan** (i.e., update MOA with community partner, establish a new MOA):

Grants and Contracts

Review the grants and contracts listed on last year's program review that support your program. Do any updates need to be made or are there any new grants or contracts that need to be added to the list? If so, modify on your program review.

List any action items to be incorporated into your **annual plan** (i.e., SNA to transition grant funded employees, SNA to request Perkins funding):

Marketing and Recruitment

Review the marketing and recruitment strategies listed on last year's program review. Do additional strategies need to be added or current strategies modified or abandoned?

List any action items to be incorporated into your **annual plan** (i.e., SNA for additional marketing materials, participate in the Boone open house, participate in college fairs, work with the PR department to update the program's webpage):

Library Resources

Review the list of library resources currently available under your program. You may contact the librarian on how to access the most up to date list.

List any action items to be incorporated into your **annual plan** to expand library offerings (i.e. submit a request to the library to add additional resources for your program (journal, books, reference materials, databases), incorporate a library assignment into a capstone project):

Program Advisory Committee

List the date and location of your **2010-2011 Advisory Committee** meeting(s).

Date: _____ Number of attendees: _____

Location: _____

Date: _____ Number of attendees: _____

Location: _____

After reviewing your program's **facilities and equipment** what comments or recommendations did your Advisory Committee make?

List any action items that need to be included in your **annual plan** to address these recommendations:

After reviewing your **program design and curriculum** what comments or recommendations did your Advisory Committee make?

List any action items that need to be included in your **annual plan** to address these recommendations:

After reviewing your **program's resources** (human and fiscal/financial), what comments or recommendations did your Advisory Committee make?

List any action items that need to be included in your **annual plan** to address these recommendations:

Labor Market Outlook/ Relevance

After reviewing **relevant labor statistics** in your field http://www.bls.gov/oes/current/oes_ky.htm , briefly summarize below the projected employment opportunities for your program for the the next 3-5 years.

List any action items that need to be included on your **annual plan** to address the decline or demands of the market (i.e., increase marketing efforts, retool curriculum to meet the current industry standards):

Industry Input

What mechanisms does your program use to garner industry input? (i.e., site visits, Advisory Committee meetings)?

List any action items that need to be included on your **annual plan** to ensure your program is soliciting and integrating industry's input (i.e., hold Advisory Committee meeting, participate in a certain number of site visits):

Student Learning Outcome Data

After reviewing the trends in the student learning outcome data, what are the program's areas of strength?
What areas need additional focus?

List any action items that need to be included on your **annual plan** to address low scoring student learning outcome categories or to share promising practices that foster student success: (i.e., establish a course manager program to assist part-time faculty and establish consistency in curriculum, explore and implement new active learning strategies, collaborate to align sequential curricula, present at a college wide):

Program Outcomes Assessment

After reviewing the program outcome assessment data for your program, briefly summarize the trend presented in the data (i.e., was there an increase or decrease in the percentage, what factors could have contributed the change)

List the action steps that may be included on your **annual plan** to promote or address the success rate of your listed program outcomes. (i.e., work with OKM to establish a data collection process for transfer students, arrange for students to participate in relevant job fairs):

Internship/Externship/Service Learning

After reflecting on the internships/externships/service learning opportunities that students in your program participate in, briefly summarize the activities.

List any action steps that need to be included on your program’s **annual plan** to promote or develop these opportunities for your program? (i.e., investigate service learning opportunities in the community such as partnering with our best partner, 6th District on a relevant project):

Next Academic Year’s Annual Plan Action Items

Review all of the action items identified by you, the program faculty, through the academic program review process and determine which should be included in this year’s annual plan. Use the chart below to develop your program improvement recommendations into measureable action steps that will comprise, or become a part of, your program’s annual plan the next academic year.

Annual plan worksheet: (These action items will be entered into Compliance Assist in August of the next academic year)

Recommendation for Improvement <i>What recommendations are made by the program faculty to improve student learning, success, and the program’s overall performance?</i>	Action Steps <i>What specific action steps will be required to make this improvement?</i>	Person or People Responsible	Timeline & Resources	Assessment Measures <i>What assessment measures and/or data will you use to reassess the identified improvement to determine its effectiveness?</i>

