

## **LEVEL I Academic Program Review** **ACADEMIC PROGRAM PROFILE**

### **Name of Academic Program**

Provide the full, official title of the academic program.

### **Official Program Description**

Provide the most current description of the Academic Program (at the highest level).

### **Program Mission/Purpose**

Provide the Mission statement for the program, as developed with the Program Advisory Committee.

### **Relationship to College Mission**

Describe the relationship of the program's mission to the overall mission of the College.

### **Program Curriculum**

List all degrees, diplomas, and certificates that are part of this program along with the date the credential was approved for delivery and the credit hours required for each credential.

<b>Program Credentials</b>	<b>Date of Approval</b>	<b>Credit Hours</b>

### **Programmatic Accreditations/Certifications**

Provide a list of any and all programmatic accreditations or certifications currently in place for this program along with the last date of review. Attach a copy of the most recent letter from the accreditation or certification body that shows the programs status of accreditation or certification.

<b>Accreditation/Certification Agency</b>	<b>Date of Last Review</b>	<b>Outcomes of Review</b>	<b>Date of Next Review</b>

**Memorandums of Agreement (MOAs)/Articulation Agreements**

Provide a list of all MOAs or Articulation Agreements that exist within this program. Attach the most current versions of these agreements. These include agreements with high schools, colleges, universities, and business and industry. Include both local agreements, as well as KCTCS-wide agreements that relate to this program.

Partner in the Agreement	Description of Agreement/Specific Credentials or Courses Included in Agreement	Effective Date of Agreement

**Grants and Contracts**

Is this program currently involved in implementing an awarded grant? If so, please provide information on the grant (who is funding the grant, are there any partners in the grant, etc.). Also, please attach the most recent grant report for each grant.

**Marketing and Recruitment**

Discuss the methods of marketing and recruitment used for the program. How are faculty involved in these efforts?

**Library Resources**

All programs evaluate the currency/effectiveness of the library collection that exists to support the program. Attach a copy of the program’s most recent library collection assessment (can be requested by contacting the Library). Provide any comments or suggestions on improving the library collection/resources for the program.

**Program Advisory Committee**

Provide the names and contact information for your program advisory committee.

Name and Position with Employer	Company Name & Address	Phone & Email

Provide (as attachments) all Program Advisory Committee meeting materials from the 2009-2010 academic year, to include agenda, meeting minutes, surveys, and recommendation forms.

**Facilities and Equipment**

Do program facilities and equipment meet current business and industry standards? How adequate and appropriate are program facilities and equipment? Be specific about current deficiencies or projected needs. Minutes/recommendations from Advisory Committee meetings showing that the group has toured/reviewed the setting should be attached with the Advisory Committee meeting material.

**Program Advisory Committee Recommendations**

Discuss any recommendations made by your Program Advisory Committee during the 2009-2010 academic year:

**Program Design and Curriculum**

**Resources (Human and Fiscal/Financial)**

**Facilities**

How were these recommendations used to make improvements in the academic program?

**Labor Market Relevance**

Using relevant labor statistics including local sources indicate whether employment opportunities in this field are expected to increase or decrease over the next 3-5 years. Discuss your findings.

**Industry Interaction**

Explain existing mechanisms that allow for input from industry (i.e. site visits, surveys, etc.). (Cite examples of how this has had an impact on the program over the last 3-5 years.)

## LEVEL I Academic Program Review PROGRAM OUTCOMES ASSESSMENT

Provide the specific, program-level outcomes for this academic program. Program outcomes can be either *student learning outcomes* or *program performance outcomes*, and programs should have a combination of both. **What do you expect graduates of your program to be able to do as a result of the education they received?**

Student Learning Outcomes	Assessment	Program Performance Outcomes	Assessment
<i>Student learning outcomes are the overall outcomes of the students' program of study. Academic program curriculum includes a set of program-level learning outcomes. What are the program-level learning outcomes for this academic program?</i>	<i>What assessments are used to evaluate these learning outcomes?</i>	<i>Program performance outcomes are those outcomes, not directly related to student learning, that measure performance of the academic program. Examples include job placement rates, transfer rates, success of transfer students, etc.</i>	<i>What methods of assessment (licensure exam data, Perkins reports, etc.) are used to identify the extent to which the program has achieved these outcomes?</i>
<b>Example:</b> Students will be able to identify and demonstrate the abilities needed to supervise and manage various aspects of a police agency.	<b>Example:</b> Standardized/capstone exam	<b>Example:</b> Graduates of the Criminal Justice program will be placed in employment related to their field of study.	<b>Example:</b> Perkins Report

Does the program have a capstone course, a capstone project, or comprehensive program assessment that allows students to demonstrate their mastery of the student learning outcomes listed above? Please describe.

Describe any other assessments you use within the program to evaluate student learning. (These could be rubrics, standardized examinations, portfolios, etc.)

Describe any co-op, internship, externship, or service-learning opportunities within the program.

**Key Performance Indicator: Student Learning Outcomes**

**Student Learning Outcomes**

Provide a copy of student learning outcomes data for the past two (2) academic years: 2008-2009 and 2009-2010, as well as any data available from fall 2010. These should be attached to this completed Program Review.

**LEVEL I Academic Program Review  
REFLECTION**

**The Knowledge Management Office has provided a document of “Data Elements” specific to the program. Review that document thoroughly and use it in the discussion and completion of this reflection.**

Identify the important trends, patterns, and issues that emerge through the enrollment, retention, academic progress, and graduation data provided.

Based on the identification of trends, patterns, and issues with the data provided, discuss the strengths, weaknesses, opportunities, and challenges of the program.

<p style="text-align: center;"><b>Strengths</b></p> <p>What do we do exceptionally well in our program?                  What advantages do we have?                  What valuable assets and resources do we have?                  What do members/students identify as our strengths?</p>	<p style="text-align: center;"><b>Weaknesses</b></p> <p>What could we do better?                  Where are we vulnerable?</p>
<p>▪</p>	<p>▪</p>
<p style="text-align: center;"><b>Opportunities</b></p> <p>What opportunities do we know about, but have not addressed?                  Are there emerging trends on which we can capitalize?</p>	<p style="text-align: center;"><b>Challenges</b></p> <p>Are weaknesses likely to make us critically vulnerable?                  What external roadblocks exist that block our progress?                  Is there significant change coming in our business sector?                  Are current or future conditions affecting the viability of our program?</p>
<p>▪</p>	<p>▪</p>

**REFLECTION ON EXTERNAL ENVIRONMENT**

Discuss how the program is meeting the needs of the community. Address employment trends in the area for the program.

## LEVEL I Academic Program Review RECOMMENDATIONS FOR IMPROVEMENT

This final section of the Academic Program Review provides the opportunity to develop specific recommendations for improving the program. The development of recommendations should take into account:

- A review of the data elements provided by the Office of Knowledge Management
- Feedback received from employers and members of advisory committees
- A review of student learning outcomes
- The strengths, weaknesses, opportunities, and challenges identified by program faculty through the review process

Recommendations should address such areas as curriculum, support staff, faculty, facilities, equipment or other funding. The recommendations are the vehicle for improving the program. Each recommendation should have an action plan to address the issues identified. This action plan becomes a major component of the program’s Annual Plan. Elements of the action plan may be incorporated into the current year’s Annual Plan as part of the mid-year review process, or incorporated into the Annual Plan for the following academic year, depending on the timeline developed in the action plan.

Based on review of this program, provide specific recommendations for improvement.

<b>Recommendation for Improvement</b> <i>What recommendations are made by the program faculty to improve student learning, success, and the program's overall performance?</i>	<b>Action Steps</b> <i>What specific action steps will be required to make this improvement?</i>	<b>Timeline &amp; Resources</b> <i>What is the timeline for making the identified improvement? What additional resources, if any, will be needed to make the improvement?</i>	<b>Assessment Measures</b> <i>What assessment measures and/or data will you use to reassess the identified improvement to determine its effectiveness?</i>

Attach a copy of the program’s completed Annual Plan from 2009-2010 and the most recent version of the Annual Plan for 2010-2011.

## **LEVEL I Academic Program Review CHECKLIST FOR SUBMISSION**

Prior to submitting the completed Academic Program Review, please review this list of items and ensure that each item is complete and attached in order.

- Level I Academic Program Review – Academic Program Profile
  - Programmatic Accreditations/Certifications** (if applicable)  
*Attach a copy of most recent letter from accreditation or certification body that shows program standing.*
  - Memorandums of Agreement (MOAs)/Articulation Agreements** (if applicable)  
*Attach a copy of the most current MOAs or articulation agreements related to the program.*
  - Grants and Contracts** (if applicable)  
*Attach the most recent grant report for each grant related to the program.*
  - Library Resources**  
*Attach the most current library collection assessment for the program.*
  - Program Advisory Committee**  
*Attach a copy of all Program Advisory Committee meeting materials from the 2009-2010 academic year, to include agendas, meeting minutes, surveys (if conducted), and recommendation forms.*
  - Student Learning Outcomes**  
*Attach a copy of program learning outcomes data for the past two (2) academic years: 2008-2009 and 2009-2010, as well as any data available for fall 2010.*
  - Annual Plan**  
*Attach a copy of the program's Annual Plan for 2009-2010 and 2010-2011 (most current version).*
- Signature Sheet (complete with all faculty signatures)

### **SUBMISSION**

Once the Academic Program Review is complete, and all attachments noted above have been collected, the program coordinator will submit the complete package to the program's Division Chair. The Division Chair will review, sign the document, and forward to the respective Associate Provost.