

CONNECTICUT STATE COLLEGES AND UNIVERSITIES

PROGRAM REVIEW PROCESS

Amended – May 2014

1. Annually, thereafter (February/March), each campus will confirm with the Conn SCU Provost and Senior Vice President for Academic and Student Affairs the list of academic programs to be reviewed over the next three years. The means of review (internal and/or with external reviewers such as by an accrediting agency) will be determined in collaboration with the institution's Chief Academic Officer.
2. The academic program review schedule will be presented to the Board of Regents Academic and Student Affairs Committee for consideration. Upon approval, the academic program review schedule will be presented to the full Board for ratification.
3. Annually, the results from the academic program review process will be presented to the Board of Regents at a September/October meeting.*

** At this time, only programs reviewed by accrediting agencies will be shared with the Board.*

Naugatuck Valley Community College

Office of Academic Affairs

**Program Review
Final Report Cover Sheet**

Program: _____

Review Period: **From:** _____ **to:** _____

Prepared by: _____ **Date:** _____

Approved by: _____ **Date:** _____
(Division Director or Associate Dean)

Date Submitted to Dean of Academic Affairs: _____

I. Chapter One: Introduction

- A. Provide a brief history of the program**
- B. How is the program described in the current catalog?**
- C. Provide a current mission statement of the program.**
- D. Previous program review (date, summarize principal findings and recommendations, implementation of recommendations).**

II. Chapter Two: Goals and Objectives (Outcomes)

- A. Programmatic Goals and Objectives (outcomes - programmatic goals, programmatic non-learning objectives or outcomes, process, achievement of programmatic goals and objectives).**
- B. Learning Goals and Objectives (behavioral outcomes – learning goals for the program, learning objectives or behavioral outcomes for the programs, achievement of learning goals and objectives).**

III. Chapter Three: Environmental Scan

- A. Identify current trends in the field or discipline.**
- B. For AAs programs, examine the current and projected employment demands for the program graduates.**
- C. Who are the members on the program advisory committee?**

IV. Chapter Four: Curriculum

- A. Identify actions regularly taken by program faculty to ensure that the curriculum remains current.**
- B. Curricula and curricular contributions to college programs.**
- C. Identify curriculum revisions that have occurred since the last program review, and provide the rationale for these changes (look at new courses, revisions to existing courses, changes in course sequencing, elimination of courses, changes in prerequisites, co-requisites, course syllabi, measurable course objectives, are there similar programs at our sister CT community colleges).**

V. Chapter 5: Assessments

- A. Programmatic (is there a written assessment plan, what are the assessment methods and instruments used, how frequently are programmatic objectives assessed, what changes are desirable, how are assessment results used to effect programmatic changes, what changes have been implemented, assessment measures that still need to take place).**
- B. Student Learning Outcomes (is there a written assessment plan for assessing student –learning outcomes, what are the assessment methods and instruments used, what are the procedures that guided the development of the assessment measures, how frequently are student learning objectives assessed, what changes are desirable, how are student learning outcomes used to effect changes, what changes have been implemented, assessment measures that still need to take place).**
- C. Course Assessments (have course-specific assessment instruments for measuring the attainment of course objectives been developed, identify courses in which assessment is taking place, how have course assessment been used to revised courses).**

VI. Chapter Six: Instructional Methods and Modalities

- A. List instructional methods that have been implemented since the last review.**
- B. Examples of how programmatic faculty integrate electronic or digital products and systems into the curriculum.**
- C. Identify courses in the program that are being offered in a distance education format and specify the format.**
- D. How are distance education courses assessed?**

VII. Chapter Seven: Transferability and Employment

- A. Articulation or joint admission agreements.**
- B. Collaborations with other ConnSCU institutions and other CT colleges/universities**
- C. For AA and AS programs discuss course transferability.**
- D. For AAS programs, discuss results of recent graduate and employer surveys with respect to the success of program graduates in the workplace, or discuss the results of recent employer surveys that indicate what employers desire from graduates.**

VIII. Chapter Eight: Students

- A. Collect surveys for graduates and non-returning students.**
- B. Describe full-time and part-time enrollment trends.**
- C. Student diversity.**
- D. Number of students who transfer to a bachelors program.**
- E. Report annual graduation rates.**
- F. Provide annual transfer rates.**
- G. Describe procedures by which students in program receive advisement.**
- H. Report target goals for admissions.**
- I. Alumni and business and industry fundraising.**

IX. Chapter Nine: Resources

- A. Program governance and administrative support.**
- B. Review and analyze data provided by the library and discuss availability, relevance, and quality of collections.**
- C. Comment on extent of student and faculty use of library collections and on-line databases.**
- D. Comment on availability, adequacy, and usage of learning tools such as computers and computer software, instructional media, laboratories, and studios.**
- E. Evaluate the integration of the academic computing labs and academic skills centers into programmatic course work.**
- F. Discuss safety and adequacy of instructional space, office space, supplies, and equipment.**

X. Chapter Ten: Staffing

- A. Number of full-time and part-time faculty, professional staff, clerical support.**
- B. What is the ratio of full-time to part-time faculty?**
- C. What percentage of day sections, evening sections, and total sections is taught by full-time faculty?**
- D. Does program require more full-time faculty, professional staff, clerical staff?**
- E. Faculty and department contributions in teaching, research, creative activity, scholarly work and service.**

XI. Chapter Eleven: Program Vision

- A. Present a vision of where the faculty would like to see the program be in ten years from now. Indicate what might be required to realize this vision.

XII. Chapter Twelve: Major Findings and Recommendations, Including Analysis of Strengths and Weaknesses

- A. State major findings.
- B. List in priority the specific recommendations for the program.
- C. Who will be responsible for coordinating the implementation of these recommendations?
- D. Who will be responsible for preparing and submitting annual status reports concerning the implementation of recommendations?
- E. Comment on the program review process. What worked well? What needs improvement?