Academic Program Review Process

Purpose: An academic program review is a critical review of program missions, data, financials, objectives, SLOs, successes, and failures over a 5 year period. It informs program planning, budgetary requests, and personnel decisions that align with the WNC strategic plan.

Components:
1. A written report summarizing the activities of the program over the past 5 years or since the last program review or since the inception of the program.
2. A review of that report, culminating in commendations and recommendations.
3. A presentation of the completed review to the college community and NSHE.

Program Review Team:
1. Program Review Support Specialist: This individual is responsible for collecting the data for the review and writing the report. They will contact individual departments and facilitate the review from beginning to completion.
2. Program Review Team: A forum of at least 3 faculty members who volunteer to review the report and finalize commendations and recommendations.

Date	Task	Responsible Parties
February-May	Send out questions to individual departments (Sections I, II, IV, V, VI)	Program Review Support Specialist
August	Collect Data (Section III)	Program Review Support Specialist
September	Identify Comparison Programs	Program Review Support Specialist
November	Complete Review (Sections I, II, III, IV, V, VI, VII)	Program Review Support Specialist
November/December (no later than December 4th)	Hold Faculty Forum to Review and Provide Recommendations/Commendations (Section VIII)	Program Review Team
December	Present Review to Curriculum and College Council	Program Review Support Specialist

January	Provide Program Guide Recommended Changes	Program Review Support Specialist and ACMC
January	Review and Implement Recommendations	Division Director and VPASA
As Requested	Complete NSHE Form A and B regarding existing program review summaries	Program Review Support Specialist
As Requested	Present a selected program review to the Board of Regents	Program Review Support Specialist

<u>WNC Program Review Template (2025)</u>

I. <u>Program/Program Review History</u>
    1. Program Overview
        a. In this section, provide a narrative describing the development of the program: when the program was instituted, the degrees/pathways offered in the program, and any changes that have been made to the program in the last five years.
    2. Program Review History
        a. In this section, discuss the most recent program review including previous recommendations, and how those recommendations were addressed.

II. <u>Alignment to Institutional Goals</u>
    1. Alignment to strategic plan and institutional goals
        a. Table and narrative demonstrating how the program objectives align with WNC's institutional goals.
    2. Alignment to KPIs
        a. Table showing the alignment of program data to institutional KPIs.
    3. Alignment to Institutional Mission
        a. Describe how the mission of the program aligns with the WNC Institutional Mission.
    4. Alignment to Division Mission
        a. If a Division Mission statement is available, describe the alignment of the program mission statement with the division mission.

III. Program Data - contact the Program Review Support Specialist to request data.
      Data should be presented via chart or graph appropriate to the information and compared
      with overall division data and institutional data. Include a brief narrative for each section
      analyzing trends in that area.
      1. Graduation/Awards
         a. Overall Program
         b. Age
         c. Gender
         d. Ethnicity
         e. First Generation
         f. Pell Eligible/Recipient
         g. Academic Load
         h. Academic Level/Cohort
      2. Enrollment
         a. Overall Program
         b. Age
         c. Gender
         d. Ethnicity
         e. First Generation
         f. Pell Eligible/Recipient
         g. Academic Load
         h. Academic Level/Cohort
      3. Course Sequence Enrollment per Student
         a. Classes Taken
         b. Grades
         c. Course-wide Assessment Results

IV.   Financials - provide a narrative response to each of the following:
      1. What are the institutional costs associated with this program?
      2. What is the cost to students to complete this program?
      3. If student fees are attached to this program, what is the justification for those
         fees?
      4. How do student fees support SLO achievement?

V.   Additional Department Information - contact representatives from the listed areas and
      provide a narrative response summarizing their responses to the questions under that area:
      1. Scheduling
         a. Enrollment Trends (what fills quickly or struggles to get enrollment)
         b. Scheduling Concerns

      c. What additional information should I know that I haven't asked you about?

2. Academic Advising
      a. How are students counseled for these programs? Do they initiate interest or does Academic Advising direct students towards them?
      b. What concerns do you see regarding these programs?
      c. What additional information should I know that I haven't asked you about?

3. Advancement
      a. Community Feedback per Program
      b. External Funding Possibilities
      c. What additional information should I know that I haven't asked you about?

4. Grants
      a. Do any of these programs receive grant funding?
      b. Have there been any changes in grant funding that would affect these programs?
      c. What additional information should I know that I haven't asked you about?

5. CFO
      a. How are student fees utilized for this program?
      b. What additional information should I know that I haven't asked you about?

6. Academic Director
      a. What changes have occurred in this field of study or industry and how have they been reflected in curricular changes?
      b. What leadership changes have recently occurred? How have these impacted the department/program's effectiveness?
      c. How is the department/program organized in its operations and functions?
      d. What are the department/program's efforts to ensure instructional effectiveness? What is the department/program's philosophy for who teaches which courses? How is faculty load determined? Has the department/program implemented new instructional strategies and to what effect? Are all instructors properly credentialed? Offered training opportunities?
      e. What efforts does the program make to recruit and retain underrepresented faculty and staff? Have there been significant hires or losses recently (within the reporting cycle)?
      f. What percentage of classes are taught by full-time vs adjunct faculty?
      g. Does the department/program have adequate support staff?

       h.   What is the department/program's funding mix (scholarships, tuition, grants, etc.…)? How does the department/program assess how well it uses available funding and human resources?

       i.   What additional information should I know that I haven't asked you about?

7. Learning and Innovation
    a. What work have you done to support faculty and students in this area?
    b. Adjustments due to changing student, community, and institutional needs?
    c. Needed Resources?
    d. What additional information should I know that I haven't asked you about?

8. ACMC
    a. What curricular changes have been made?
    b. What state and federal changes could affect these programs?
    c. What additional information should I know that I haven't asked you about?

9. Financial Aid
    a. How does funding affect student participation in these programs?
    b. What changes have been made at the state or federal level?
    c. What additional information should I know that I haven't asked you about?

10. Admissions and Records
    a. What student feedback are you receiving about these programs?
    b. Course challenges?
    c. Alignment with CCN?
    d. Any changes?
    e. What additional information should I know that I haven't asked you about?

11. Faculty
    a. Tell me about your program over the last 5 years.
    b. What trends do you see?
    c. What resources do you and your students need?
    d. What has gone well and what concerns do you have moving forward?
    e. What additional information should I know that I haven't asked you about?

VI.   Faculty Profiles - provide a narrative response to each of the following:
    1. What faculty teach in this program and what are their credentials?
    2. What is the ratio of full-time to adjunct faculty?

VII.   <u>Comparisons</u> - provide a narrative response to each of the following:
1. What comparable programs are offered at competing institutions?
2. How does this program at WNC compare?

VIII.   <u>Recommendations and Commendations</u> - provide a narrative response to each of the following:
1. Commendations
2. Adjustments due to changing student, community, and institutional needs
3. Needed Resources
4. Program Review Process Suggested Changes