

Policies and Procedures

Chapter S3 – Educational Policies

S3.19 Academic Program Review

Responsible Administrator

Vice President of Academic Affairs & Institutional Effectiveness

Purpose

St. Cloud Technical & Community College (SCTCC) will conduct annual reviews of its academic programs in conjunction with its annual planning processes for the purpose of academic planning and continuous improvement. The program review process is intended to enhance the learning environment and improve student outcomes applying a continuous quality improvement philosophy that utilizes an appreciative inquiry approach.

Program reviews will serve as an embedded, organic approach for continuous improvement within our academic programs that

- uses data to support decision-making and budget requests,
- creates opportunities for dialogue,
- focuses on the specific strength and needs of individual programs,
- is flexible, accommodating individual program circumstances (e.g., specialized accreditation),
- integrates assessment, advisory board, and program review into a single process, and
- generates documentation of the ongoing work.

Responsibility

Vice President of Academic Affairs & Institutional Effectiveness

Minnesota State Board Policy and Procedure

Board policy 3.36 requires each institution to regularly review its academic programs for the “purpose of academic planning and improvement.”

Board procedure 3.36.1 states “The review must encompass all instructional areas and be structured according to discipline, academic program or program cluster, department, or other academic unit.”

Requirements of the Review

Program reviews will address, at a minimum:

- the prior year’s action plans and status of activities
- trends in enrollment, retention, completion, job placement and transfer, and other relevant outcomes such as licensure pass rates
- assessment work including curriculum maps and progress on implementing actions based on assessment data
- curriculum reviews including program requirements and the course review schedule
- advisory board activity and membership
- program resources and budget including the instructional cost study

Accreditation and/or certification from an external board or entity may supplement the program review process for SCTCC when of comparable rigor and within the established timeline for review.

College President: Jaw Kloos Date: 6-7-24
Date of Adoption: _____
Date of Implementation: _____
Date Repealed or Replaced: _____

S3.19.1 Academic Program Review Procedure

Planning Cycle and Process

Several activities that support program review and planning happen continuously:

- Faculty assess student learning at the program and institutional level. Results are documented using the Student Learning Assessment Report template.
- Faculty follow the course review and revision calendar published by the Academic Affairs office to ensure course curricula are current.
- Technical programs hold at least two advisory board meetings annually and keep minutes.
- The College collects and summarizes data related to enrollment, retention, completion, graduate employment, licensure pass rates if applicable, etc.
- Programs with specialized accreditation analyze and respond to data as required.

September - October

To prepare for program review and planning meetings:

- Faculty complete the analysis and documentation of their most recent assessment for student learning and submit to the dean by October 1.
- Deans ensure that the most recent advisory board minutes are available.
- Institutional Effectiveness, Assessment, & Research updates program profiles for all academic programs.

As these are prepared, materials are stored in a central location accessible to deans and appropriate faculty.

November – February

Each dean sets a meeting with the program or discipline for the purposes of creating an annual plan based on student learning assessment data, key program indicators, advisory board input, and other data as applicable or required by specialized accrediting bodies. The division OASI or other designee takes minutes at the meeting. The dean and faculty work together to identify priorities and complete the annual action plan to document activities out of the review.

February – March

The dean and VPAAIE use the department action plan to inform budget planning.

February onward.

Faculty prepare or begin implementing the action plans, which will be revisited during the next cycle.

Forms, Reports, and Templates

Forms and templates are maintained by Academic Affairs & Institutional Effectiveness. They are meant to support and guide while providing a mechanism for documenting our activity. They are not intended to restrict or over-engineer the process. Programs with specific needs should supplement or modify the forms as needed with approval from the dean.

Agenda and Minutes

Ensures each discussion covers salient topics and minutes ensure that all action items and attendance are captured.

Student Learning Outcomes Assessment Report

Documents the specific assessment work and results completed by faculty in the department.

Program Profile

Provides a consistent data set for all programs.

Action Plan Template

Documents how data are being used to drive improvements in student learning and program health and what resources are necessary to achieve those goals. This brings together student learning assessment, program review, and budgeting.

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