St. Cloud Technical & Community College
Policies and Procedures
Chapter S3 – Educational Policies

S3.19 Academic Program Review

Update Revision Responsibility: Vice President of Academic Affairs

I. MnSCU Board Policy 3.36 Academic Programs

Part 7.Academic Review. Each system college and university shall regularly review its academic programs for the purpose of academic planning and improvement.

Each system college and university shall submit an annual summary of its academic program review activity to the chancellor.

The chancellor, as appropriate, may conduct statewide or regional reviews of academic programs or program clusters, report findings to the Board of Trustees and, when necessary, impose conditions on academic programs.

II. MnSCU Board Procedure 3.36.1 Academic Review

Part 7.Academic Review. Periodic review of academic programs is the responsibility of the college or university. The review shall encompass all instructional areas and be structured according to discipline, academic program or program cluster, department or other academic unit.

Subpart A. Review criteria. The review shall address:

1. mission and plans of the system college or university,
2. assessment of student learning outcomes,
3. academic program assessment,
4. accreditation, licensure or certification requirements where appropriate;
5. advisory committee or other appropriate industry or professional input as determined by the system college or university through established procedures,
6. labor market information when preparation for an occupation or a profession is a stated purpose of the program,
7. resources,
8. applicable system policy, procedures and guidelines,
9. Minnesota Transfer Curriculum requirements,
10. articulation agreements, where appropriate, and
11. other factors as appropriate.

III. Program Review Purposes

A. Planning Purposes

1. Data collection and analysis through the program review process will provide a foundation:
   a. for assessing the current strengths of the program/discipline
   b. for identifying areas of potential improvement
   c. for alignment of college, program/discipline, and course outcomes
   d. for improvement of student learning outcomes and assessments
   e. for accountability – Accreditation, Transfer, Employability, and Community Partnerships
   f. to enhance currency of program and curriculum
   g. to enhance decision-making
   h. for facility and equipment planning
   i. for articulation
   j. for review of technical skills assessment
   k. for budgeting
   l. for development of five-year plan and goals

B. Celebrate Successes – Program/Discipline review may provide the process and insight for acknowledgement of student and faculty successes.

C. MnSCU System Goals and SCTCC Mission

1. Program Review will follow SCTCC's methods of enhancing the learning environment through a continuous quality improvement model and through an appreciate inquiry approach.
2. Accreditation/Certification will replace the program review process for MnSCU reporting unless it is more than five years between accreditation reviews.

Shared Governance Council President or AASC Chair Review: _____ *Date:* 9-30-11

College President: _____ *Date:* 9-30-11

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____

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<u>S3.19.1</u> <u>Program Review Procedure</u>

IV.   Program Review Procedures

A. Preparing for Program Review

1. The review process will follow the calendar established and distributed from the office of the Vice President of Academic Affairs. The calendar will establish a three-to-five year cycle of program review unless programs are involved in an accreditation and/or certification process of five years or less.
2. The Academic Dean responsible for Program Review will notify the faculty within the department of the upcoming review one semester prior to the semester in which the program review will be completed.

B. Steps to Follow for Program Review

1. The Academic Dean will provide the Program Review Template in both written and digital format and will review with faculty the areas needing to be addressed during Program Review.
2. Working with the faculty within the department, the Academic Dean will assist in obtaining relevant data for the review through SCTCC's Institutional Sustainability department and the Office of the Chancellor.
3. A copy of all current outlines and syllabi will be submitted to each academic dean as part of Program Review. Any curricular changes will be discussed and approved by the Dean before submission to AASC. All course outlines and syllabi will be compared and revised as appropriate and submitted to AASC (Academic Affairs and Standards Council) for review by March 1, which is required for inclusion in the catalog and for fall implementation.
4. Faculty will provide the Academic Dean with the draft of the completed Program Review no later than April 1.
5. The Academic Dean & VP of Academic Affairs will evaluate the Program Review and provide feedback to faculty within 1 month of submission.
6. All parties will sign the Program Review once satisfied and submit to the Vice President of Academic Affairs for final approval and signature by end of the appropriate semester.