Procedure Title: Program Evaluation/Review
Procedure Number: 03-0302
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:
Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 06/01/10; 02/15/11; 02/13/15

Purpose Statement: SACSCOC Comprehensive Standard 3.3.1.1 provides the purpose for this process and time schedule for academic program review. The procedure is used to determine the effectiveness of degree and certificate programs and to provide an organized method of reporting goals, assessment methods, results including student learning outcomes, and use of results.

Procedures:

Summary

Annual Program Evaluation/Review provides information concerning various aspects of each degree and certificate program to include (but not limited to) program mission, goals, relationship to institutional goals; relationship of program to state needs and priorities; a list of new/ renewed program accreditations in the last five years; faculty and professional staff productivity during the year (papers, presentations, books, research); adequacy of resources (faculty, staff, physical space, equipment) to accomplish program goals; average class size; student to faculty ratio; cost per credit hour of program; headcount and FTE by program ; demographic information by program ; number of graduates by program and graduation rate; average time to degree/certificate completion; service to other programs in the institution; retention rates; success rates; satisfaction data; SEI comparisons across modalities; graduate follow-up results; licensure and certification exam pass rates; achievement of student learning outcomes (program and course-level). Conclusions drawn from program evaluation are used for program improvement and unit planning purposes in future academic years.

Process

Academic Deans will provide oversight to the program review for each degree program and certificate. Deans will work with faculty and support staff to gather the information necessary to complete the Program Review template on an annual basis. Due dates for goal setting are those specified by the Office of Institutional Effectiveness. Plans are due by the last Friday in

September for the upcoming year, and completed reports are due by the last Friday in August for the previous year. Plans will be entered into the online template adopted by the College. Support for plans and reports will be provided by the Offices of Academic Assessment, Baccalaureate Programs, Institutional Research, and Institutional Effectiveness. Upon completion, overall findings from the program evaluation will be reviewed by the Academic Dean and the Provost/Vice President, Academic Affairs. Results that point to a need for intervention will form the basis for new program goals for the following year. Interventions may include (but are not limited to) targeted faculty professional development, actions to reduce costs, adjustments to curricula or course offerings, and enhancement of instructional resources.