

## College Operating Procedures (COP)



**Procedure Title:** Program Evaluation/Review

**Procedure Number:** 03-0302

**Originating Department:** Provost

**Specific Authority:**

Board Policy 6Hx6:3.02  
Florida Statute 1001.64(6); 1001.65(9)  
Florida Administrative Code **6A-14.060; 6A-14.029**

**Procedure Actions:** Adopted: 06/01/2010; 02/15/201; 02/13/15; 02/11/2019;  
02/27/2020

**Purpose Statement:** In order to engage in a cycle of continuous improvement, all academic programs at FSW set goals, collect data, and use the results to inform course and program improvement.

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### **Procedures:**

#### **Summary**

Florida SouthWestern State College identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: educational programs, to include student learning outcomes.

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; average class size; student to faculty ratio; cost per credit hour of program, as necessary; 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; Student Opinion Survey 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 Assessment, Accountability, Sponsored Programs, Institutional Research, and Effectiveness (AASPIRE) Office, specifically Accountability and 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 AASPIRE Office, specifically, Assessment, Institutional Research, and Effectiveness. Upon completion, overall findings from the program evaluation will be reviewed by the Academic Dean and the Provost. 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.