

## Program Review Process

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### **Purpose**

Consistent with the MCC's vision of "leading the way to success in our local and global community," the Program Review Process provides a unique opportunity to:

- Reflect on our work
- Engage in dialogue with colleagues relative to a program's strengths, opportunities, aspirations, and results challenges
- Continuously improve our programs

The results of the Program Review Process will be used to inform Department Planning efforts and, by extension, the college's master planning and budgeting processes.

### **Definitions**

#### *Program*

Occupational programs are a grouping of courses or prefixes which result in a student's completion of an Associate of Applied Science (AAS), Certificate of Completion (CCL), or industry credential applicable to one of the identified 16 Federal Career Clusters. Occupational programs often require specialized faculty, facilities, equipment, and industry partnerships.

#### *Program Review*

Program review is a periodic external and/or internal evaluation of a program or programs, as defined by each college. The purpose of the review is to identify appropriate resource allocations and efficiencies as a result of the analysis of quantitative and qualitative measures of student learning outcomes and to craft recommendations for continuous improvement.

### **Reporting Cycle**

- Program Reviews should be completed every 3 years, unless a different schedule is dictated by an outside accreditation body. Approximately one-third of Career and Technical Education (CTE) programs will be reviewed annually.
- CTE Council will identify the placement of programs within the 3-year cycle. CTE Council is responsible for maintaining the 3-year cycle plan and communicating any changes to respective programs, the Deans of Instruction, and Institutional Effectiveness.
- Programs with accreditation self-study reports due within the same academic year may submit the self-study reports along with an abbreviated Program Review Executive Summary in lieu of the standard Program Review Report.

## **Report Content**

The Occupational Administrators Council (OAC) recommends each college include the following core elements in all occupational program reviews. These core elements should be reviewed annually by the OAC to ensure alignment with any metrics adopted by the Governing Board:

- Program description, history, fit, centrality and feasibility plan
- Program metrics including:
  - External and internal demand
  - Applicant demand
  - Enrollment trends
  - Student demographics
  - Number of sections currently offered
  - Access to support services, courses, programs, and workforce training in high-demand careers
  - Cost per Full Time Student Equivalents (FTSE)
- Student success and outcomes
  - Completions
  - Success of graduates of the program
  - Course offerings / scheduling / formats / dual enrollment
  - Course retention, persistence, progression
  - Articulation / transfer agreements
  - Licensing and certifications
  - Graduate demand and employment trends
- Resource use including:
  - Cost per FTSE / Course fees / equipment costs / utilities / facilities / personnel / maintenance and replacement
  - Instructional methodologies
  - Requirements for space / equipment / Information Technology
  - Quality of Inputs and Processes including faculty, students, facilities, equipment
  - Donations
  - Size of resource production
- Community resources and partnerships
  - List of partnerships
  - Advisory boards
  - Challenges / Opportunities
- Action plan and opportunity analysis
  - SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
  - Maricopa Integrated Risk Assessment (MIRA)
  - Goals
  - Opportunity Analysis
  - Recommendations – Enhancement to deletion
- Plan to communicate recommendation

These elements are included in the Program Review Template.

## **Communication of Reports**

Individual program review reports will be maintained on file with the Office of the Deans of Instruction and a copy will be shared with Institutional Effectiveness (IE). A high-level summary of Program Review will be reported annually to IE and the Occupational Administrator's Council. The summary will consist of the opportunity analysis and the program plan for each program submitted during the review cycle. The annual Program Review summary will be

made available via the MCC Workforce Development web page and shared with key community stakeholders. The CTE Council Chair and CTE Dean will be responsible for internal communication Program Review to college stakeholders, which may include advisement, marketing, assessment, budget, and others as necessary.

- Program Review Reports are typically due in October. OPDs should communicate closely with their Chairs to inform the Department Planning process. The Office of the Deans of Instruction will review the reports and send them to the CTE Chair and IE by the second week of November.
- The annual summary Program Review report is due by the end of November and should be published to the Workforce Development page prior to the end of fall term.
- Occupational administrators will report to the OAC Council the outcomes and recommendations of the individual college program reviews that are completed that year. The Council may identify potential strategies for improvement or deletion. Recommendations will be forwarded to the Vice Presidents for Academic Affairs Council and/or the appropriate college for consideration.

#### **Resources to Conduct the Review**

- Programs under review will be provided program effectiveness data by IE inform goal development.
- Programs should use the Program Review Report Template on the MCC IE webpage to report their data and recommendations.