

Policy Title: Program Assessment

Created November 2017

Purpose:

The purpose of implementing an internal peer-review process that evaluates the ongoing assessment of academic programs is to assure educational quality and improve program effectiveness.

Statement:

Program assessment procedures outlined in this document apply to all credit programs with unique CIP codes and/or of which students are able to declare as a major. Each program will enter into one of six cycles of a three-year review rotation.

Communication concerning the review of a program should be addressed to the Chair of the Program Assessment Committee.

Procedure:

Each program will be reviewed every three years during one of six review cycles by the Program Assessment Committee. Program representatives will submit a program assessment report as outlined in the Internal Program Self-Study Report Template document. Members of the Program Assessment Committee will review the program assessment report. Program representatives will then attend an in-person interview with the Program Assessment Committee. A panel of Committee members will ask program representatives questions based on the review of the program assessment report. The Program Assessment Committee will make comments and/or recommendations where applicable in writing that will be documented in a feedback report. The Feedback Report will be sent to program representatives.

The following is a summary of actions within a program review cycle:

- Program representatives receive a notification letter with instructions and a review timeline.
- Program representatives submit the assessment report.
- Program Assessment Committee reviews assessment report.
- Program representatives are interviewed by Committee.
- Program representatives receive a feedback report.

*Approved by Program Assessment Committee on 12/01/2017.
Approved by Academic Policies and Procedures Committee on 2/20/2018.
Approved by College Council on 2/27/2018.
Approved by Executive Cabinet on 2/28/2018.*