

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE No. 3202

Title: **Academic Program Review**

Date Adopted:

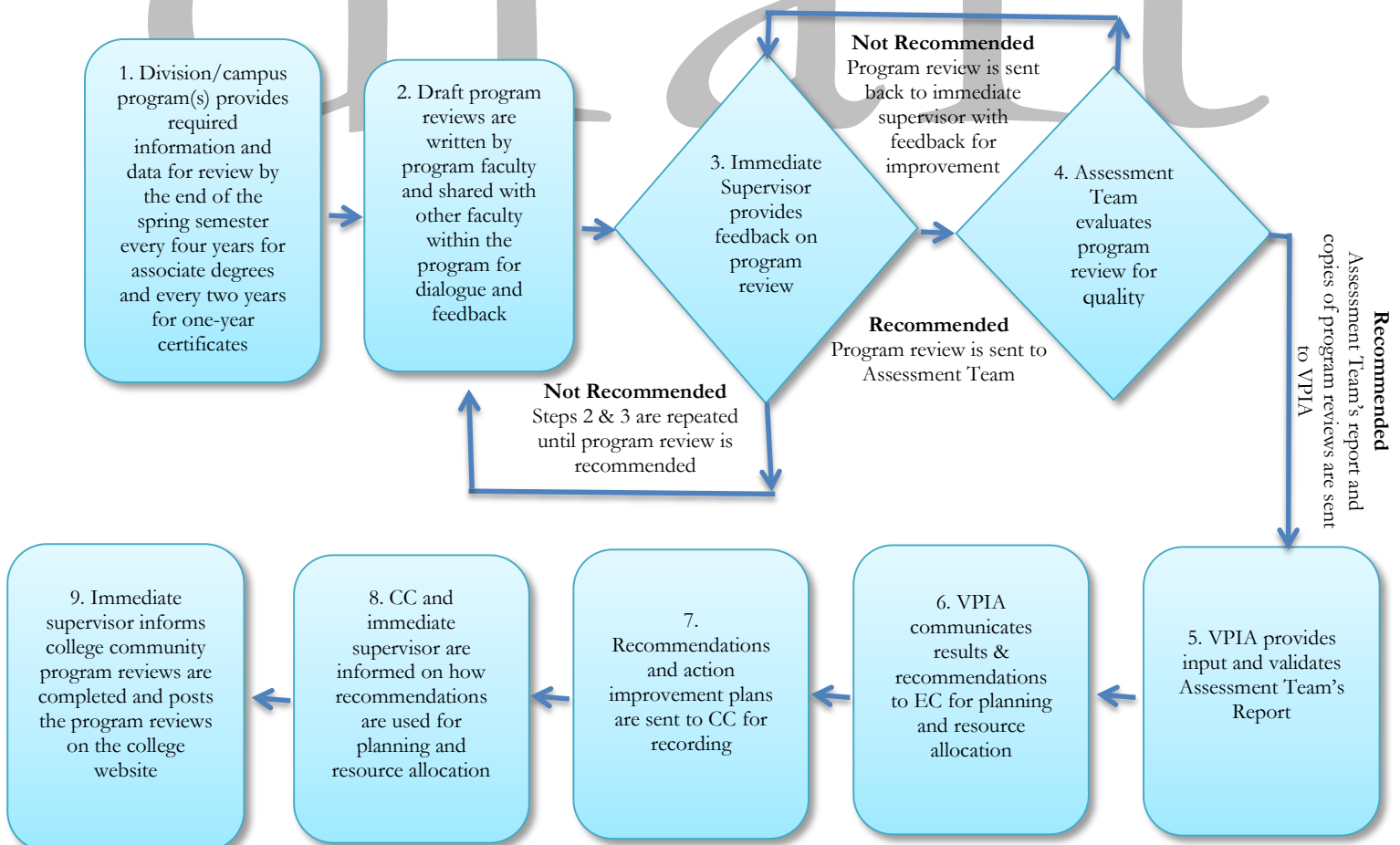
Date Revised:

Date Reviewed:

How to Complete an Academic Program Review

Academic program review is completed every **four years for two-year degree programs and every two years for one-year certificates**. Academic program review includes student learning outcome assessment data, student achievement data and program viability data **for the review period**. The process is outlined below:

The Pathway for Academic Program Review



Academic program review is a part of the institution's overall planning and assessment processes. Program faculty and the state campus instructional coordinators are to oversee the review of a program according to its goals and learning outcomes as they relate to the college mission. The [program review](#) is completed every **four years for two-year degree programs and every two years for one-year certificates**. [Policy approved by the BOR on:___]

Follow the procedures below:

1. The division/campus program(s) provides required information and data for review by the end of the spring semester every four years for associate degrees and by the end of the spring semester every two years for one-year certificates
 - a. *Program goals*. The program goals are broad statements concerning knowledge, skills, or values that the college expects the graduating students to achieve.
 - b. *Program history*. This section describes the history of the program. This history includes the date and reason of implementation, significant milestones in the development of the program, and significant current activities.
 - c. *Program description*. The program description describes the program, including its organization, relationship to other programs in the system, program design, degree(s) offered, and other significant features of the program, such as elements/resources for forward-looking new program contributions to the state's economy, or specialized program accreditation.
 - d. *Program admission requirements*. This section describes the requirements for admission into the program and other requisites.
 - e. *Program certificate/degree requirements*. This section specifies the requirements for obtaining a certificate/degree in the program, including specific courses, credits, internships, practical, etc.
 - f. *Program courses and enrollment*. This section lists courses offered in the program, including number of sections, course enrollment, section fill rates, and repetition of courses across the institution.
 - g. *Program faculty*. This section reports the faculty of the program, including full-time and part-time faculty. The degrees held and rank are provided for the full-time and part-time faculty.
 - h. *Program indicators*. This section provides the data for analyzing the extent to which the program has achieved the established outcomes and criteria. This is the **most important** part of the program review. The data that will be collected and evaluated are the following:
 - Assessment of course student learning outcomes of program courses (TracDat reports)
 - Assessment of program student learning outcomes (TracDat reports)
 - Program enrollment – historical enrollment patterns, student credits by major
 - Average class size
 - Course completion rate

Hint

Faculty complete course level assessment of student learning outcomes each semester and program level student learning outcome assessment each year. Plans and reports are kept on TracDat.

Hint:

Trend data for all programs is found on the [IRPO website](#).

- Student retention rate – (fall to fall for 2-year programs; fall to spring for 1-year programs)
- Graduation rate – based on yearly numbers.
- Students seat cost
- Cost of duplicate or redundant courses/programs/services
- Revenue generated by program – tuition (program allocated), grant income.
- Students' satisfaction rate
- Alumni data
- Employment data and employer feedback (employer survey)
- Program added or cancelled at nearby regional institutions (PCC, GCC, Hawaii schools, UOG, CMI, NMC).
- Transfer rate

Hint:
Calculate tuition generated by taking credits by major for the assessment years x tuition

i. Analysis.

- Findings – This section provides discussion of information discovered as a result of the evaluation such as problems or concerns with the program and what part of the program is working well and meeting expectation.
 - Recommendations – This section provides recommendations from the program review on what to do to improve or enhance the quality of program and course learning outcomes as well as program goals and objectives. This section should also include suggestions that describe how the program might be able to create opportunities for a better program in the future. Some examples are exploring alternate delivery mechanisms, forming external partnerships, or realigning with other programs.
2. Draft program reviews are shared with program faculty for dialogue and input.
 3. The immediate supervisor evaluates the program review with a checklist and provides feedback.
 - a. If the program review is not complete or needs information clarified and is not recommended by the immediate supervisor it is returned to the authors.
 - b. If the immediate supervisor recommends the program review it is then forwarded to the Assessment Team.
 4. The Assessment Team evaluates the program review.
 - a. If the Assessment Team does not endorse the program review it is returned to the immediate supervisor with feedback for improvement.
 - b. If the program review is of good quality, the Assessment Team compiles a summary report and sends it along with a copy of the program review to the VPIA.
 5. The VPIA provides input and validates the Assessment Team's report.
 6. The VPIA communicates results & recommendations to EC for planning and resource allocation.
 7. The VPIA sends the recommendations made in the program review to the Curriculum Committee where recommendations for improvement are to be noted in CC minutes. These recommendations are to be used for improvement, planning and resource allocation.
 8. CC and immediate supervisor are informed of the results of the planning and resource allocation, which is finalized during the budget process in the fall semester.
 9. The immediate supervisor informs college community when program reviews are completed and posts the program review documents on the college website:
http://wiki.comfsm.fm/Academic_Programs.

Checklist for program review

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|--|---|
| <input type="checkbox"/> Program goals | <input type="checkbox"/> Program history |
| <input type="checkbox"/> Program description | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Program certificate/degree requirements | <input type="checkbox"/> Program courses and enrollment |
| <input type="checkbox"/> Program faculty | <input type="checkbox"/> Program indicators (15 indicators) |
| <input type="checkbox"/> Analysis | <input type="checkbox"/> Findings |
| <input type="checkbox"/> Recommendations | <input type="checkbox"/> Program review shared with program faculty |
| <input type="checkbox"/> CC review of recommendations | |

draft