

ACC Curriculum Program Review Process and Time-line 2006-2007

I. Purpose

The purpose of the Alamance Community College Curriculum Program Review is to assess the effectiveness, needs, and trends of all curriculum programs to ensure their vitality. The results of this review will be incorporated into departmental objectives and individual assessment plans, and the programs will be revised in accordance with the recommendations of the review.

II. Process

All curriculum programs will be reviewed on a rotating, four-year cycle that is determined by the Curriculum Evaluation Committee. For programs under review, data will be collected in the fall semester, and analysis of data and preparation of the final report will be done in the spring semester. As feasible, programs will be reviewed the academic year prior to their re-accreditation by external agencies.

III. Data Collection

- A. For each program reviewed, the Office of Institutional Research (IR) will collect data from three sources:
1. Survey data from five groups: enrolled students, graduates, employers, faculty, and advisory committee members. The institutional researcher will mail surveys to graduates and advisory members. Faculty surveys will be disseminated via email and placed in campus mailboxes. Also, IR will mail surveys to adjunct instructors' homes. Current students will be surveyed in core classes (September-October). IR will provide a list of graduates by program to department heads (September). The department heads will provide the employer names and addresses of as many graduates as possible. **All surveys** will be disseminated and/or mailed by the end of October. The surveys will be tabulated and the results will be prepared in the spring semester.
 2. Existing college records for a composite student profile that includes age, gender, race, county of residence, employment status, and full-time or part-time status. This data will be collected in the fall semester and sent to department heads.
 3. The North Carolina Community College System's Performance Measures with relevant data concerning passing rates on licensure and certification exams, goal completion for completers, completer and non-completer satisfaction, employer satisfaction, and employment of graduates. This data will be prepared and disseminated to the departments in the fall semester.

- B. The **program department head** will provide the following no later than **November 27, 2006**:
1. A brief **narrative** of the program's history, purpose & objectives, program changes and/or updates, and actions taken as recommended in the initial Program Review report.
 2. An identification of **trends in the marketplace** that might impact the program including items such as employment outlook, population shifts, equipment/process changes, or legislative actions.
 3. **Anticipated program needs** such as personnel or equipment.
 4. A **list of current faculty**, their credentials, where they received their degree and the percentage of credits taught by full-time and by part-time faculty. **(Due by September 5th.)**
- C. The **associate dean** will provide the following information for the **past four years (2002/03 - 2005/06)** by **November 27, 2006**:
1. A summary of external accreditation.
 2. Advisory committee minutes.

IV. Analysis and Recommendations

In spring semester (**by March 1, 2007**) the department head, department faculty, and associate dean will analyze the information collected, using the SWOT approach to identify **strengths, weaknesses, opportunities, and threats**. From the weaknesses, threats, and recommendations from the enrolled students, graduates, faculty, employers, and advisory committee, a list of program recommendations will be developed that will guide planning for the coming years. Recommendations will be turned in to the executive vice president.

The reports will be finalized by the department head and associate dean by April 13th. The contents of the report will follow a common template used by all programs, which includes the following:

- A. Program Profile
1. Narrative (Dept Head)
 2. Student profile - (IR)
 3. NCCCS Performance Measures - (IR)
 4. Faculty listing w/credentials - (Dept Head)
 5. Expenditures / FTE - (Associate Dean/IR)
 6. External accreditation - (Associate Dean)
 7. Trends in marketplace - (Department)
 8. Anticipated needs - (Department)
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- 9 B. Survey Results (IR)
- | | |
|---------------------|-----------------------|
| 1. Current students | 4. Employers |
| 2. Former students | 5. Advisory Committee |
| 3. Faculty | |
- C. Analysis of Results (Department)
1. Strengths

- 2. Weaknesses
- 3. Opportunities
- 4. Threats

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D. Recommendations

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Once the reports have been prepared and reviewed, IR will proof read and edit the final draft of the reports for grammatical errors and consistency. Copies of the report will be sent to all full-time members of the department reviewed, the associate dean, the executive vice president, the president, and the board of trustees.

V. Use of Results

- 6 Prior to the beginning of the next fall semester, the department head will send a follow-up report to the associate dean and executive vice president outlining how and when the recommendations will be addressed. It is expected that methods will include their incorporation into departmental and individual assessment plans and, possibly, the advisory committee agenda and college strategic plan.

Four Year Curriculum Program Review Cycle

<p><u>2006-2007</u> Cosmetology Carpentry Biotechnology Medical Laboratory Technology Machining Technology</p>	<p><u>2007-2008</u> Business Administration Office Systems Technology Advertising & Graphic Design Nursing Assistant Air Condition, Heating & Refrigeration Technology Welding Technology Mechanical Drafting Technology College Transfer</p>
<p><u>2008-2009</u> Accounting Real Estate Criminal Justice Technology Animal Care & Management Industrial Systems Technology Automotive System Technology Phlebotomy</p>	<p><u>2009-2010</u> Information Systems Culinary Technology Early Childhood Nursing Medical Assisting Horticulture Technology Electronics Technology Dental *BLET (Program added to Curriculum fall '05)</p>