**PROGRAM REVIEW GUIDE**

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**Table of Contents**

**Program Review Responsibilities, Roles, and Objectives Page 3**

**Program Review Process Linkages and Integration Page 3**

**Program Review Process Summary Page 4**

**Current 3-Year Schedule for Program Review Page 5**

**Sample Program Review Template Page 6**

**Sample Program Snapshot Template Page 20**

**Sample Program Goal Status Template Page 22**

**Program Review**

Faculty, staff, and administration are required to participate in the program review process as a means to review and strengthen CCCC programs of study to better serve students. Program review also provides a means for examining new programs for possible adoption or furloughing/discontinuing programs. The Program Review Guide is located on the CCCC website. The Academic Dean, Program Review Administrator, and Curriculum Committee provide oversight of and assistance to faculty completing the program review process.

**CCCC Program Review Objectives \_\_\_\_\_\_\_\_\_\_\_**

**Primary:** Documented, periodic self-study of each program’s performance

* Demonstrate areas of satisfactory performance
* Identify areas in need of development or revision
* Maintain and improve the quality and scope of instruction and service

**Secondary:** Program Planning

* Development of a program plan to include short-term and long-term goals
* Evaluation of potential programs

**Program Review provides linkage and integration with the following processes:**

* Accreditation: The Program Review process addresses requirements included in the Higher Learning Commission standards for the systematic evaluation by the institution relating to its Strategic Plan, educational planning, assessment analysis, and budget development.
* Institutional Research: Program Review is supported by research and integrates planning and evaluation aligned with the Strategic Plan.

**Program Review Process Summary:**

**1.** Program Reviews are completed by program faculty according to the CCCC 3-year Program Review schedule. Program Snapshots are completed annually in the spring for every program. Programs establish annual goals and report on progress each fall using the Program Goal Status document.

**2.** A Program Review Template prefilled with program-specific data and detailing the required information is provided by the Program Review Administrator and/or Academic Dean to the program faculty writing the review. The program faculty are assigned a member of the Curriculum Committee to act as a program review mentor.

3. Faculty work with their mentor to follow the template in creating a Program Review document for their program. An example of a program review template is also provided in the Program Review Guide available on the website. This information is available to all program faculty at any time.

**4.** Once the Program Review document is completed following the format of the template, the document is reviewed and evaluated by the assigned mentor. Program faculty review the comments from the mentor and make any needed edits. The program review document may be sent for review a second time by the mentor and/or Curriculum Committee, or many subsequent times, as deemed necessary.

**5.** After any recommended edits are made by the program faculty, the Program Review document is submitted to the Academic Dean and the Program Review Administrator. Additional edits may be required and the document may be sent back to program faculty and/or their mentor prior to a full committee review.

**6.** Upon receiving the edited document the Curriculum Committee conducts the formal review. Program faculty will be invited to the review meeting. The Curriculum Committee evaluates the program utilizing a rubric to assess the strengths and weaknesses of the program. Recommendations are discussed and recorded into the review document.

**7.** The final Program Review document is forwarded by the Program Review Administrator to the Academic Dean and Dean of Administration for signature/approval, with the Academic Dean forwarding the document to the President/Board as needed when major program changes occur (such as furlough recommendation or new program approval).

**8.** Once the necessary signature approvals are obtained, the President returns the signed original document to the Program Review Administrator for filing. The approved document along with the results of the program review are disseminated to program faculty and all stakeholders at a Program Review Exit Meeting with budgeting needs determined, recorded, and communicated where applicable.

**9.** The Program Review Administrator updates the CCCC Annual Program Review Summary Document with program review findings and program goals for the up-coming academic year; all program review documentation is posted to the website and disseminated across the institution.

**10.** In-service on program review is conducted twice per year at the fall and spring faculty in-services and at designated all-staff meetings and Board meetings upon request.



**CCCC 3-Year Program Review Schedule**

**2023 – 2026**

**2023 – 2024:**

AS Natural Resource Management

AA Liberal Arts

AA Business Administration (with Certificate Administrative Assistant)

**2024 – 2025:**

AA Early Childhood Education

AS Pre-Engineering

AA Fine Arts

**2025 – 2026:**

AA Indigenous Studies (AA and Dakota Language Certificate)

AA Social Work

Professional Driving Certificate (CDL)

Carpentry Certificate

**Program Reviews are due to the Academic Dean, Program Review Administrator, and Curriculum Committee Chair by October 1st of the designated year. All programs will complete and submit the program review using the prefilled CCCC Program Review Template provided by the Program Review Administrator and following the CCCC Program Review Process.**

**Program Snapshots are due to the Academic Dean, Program Review Administrator, and Curriculum Committee Chair by March 31st each year. Program Snapshots using the prefilled CCCC Program Snapshot Template provided by the Program Review Administrator are required for all programs each year, even when scheduled for review.**

**Reporting on the Status of Program Goals using the prefilled Program Goal template provided by the Program Review Administrator is required annually for all programs. Status reports are due to the Academic Dean, Program Review Administrator, and Curriculum Committee Chair by September 15th each year.**

**Program faculty in programs scheduled for review will receive a prefilled template from the Program Review Administrator for use in preparing their program review document for submission.**

**Sample Program Review Template**

**(NAME OF PROGRAM) PROGRAM REVIEW**



**I. Program description and relationship to the Cankdeska Cikana Community College mission. (See also Appendix A)**

* + Describe the program of study and the role of the program within Cankdeska Cikana Community College.
    - Include a description of the program’s function that relates to the CCCC mission and the achievement of student outcomes.
    - Describe how the program is important to the various aspects of the mission: general education, transfer, career and technical training, workforce training, developmental education, educational outreach opportunities, life-long learning.
  + After typing the narrative below, delete this bulleted list from your document.

**Brief Narrative** (1 – 3 paragraphs)

Click or tap here to enter text.

**Reflection**

*Strengths*

Click or tap here to enter text.

*Concerns*

Click or tap here to enter text.

*Progress on concerns from last previous program review (give date of last review, if applicable)*

Click or tap here to enter text.

*Recommendations (Curriculum Committee Use Only)*

**II. Program background information, enrollment and breadth (See also Appendix B)**

* + Discuss the current number of program faculty and staff for and describe any changes in staffing that have occurred in the past 5 years.
  + Describe the courses offered and related faculty credit hour loads.
  + Discuss the total program student enrollment per semester over the past 5 years.
  + Discuss the total program graduates (degree, certificate) per year over the past 5 years.
  + Describe the ratio of graduates to majors over the past 5 years.
  + If the program has an advisory board, describe its role and list the members of the advisory board. Discuss any highlights of the advisory board meetings during the past two years.
  + Describe how the program provides graduates with necessary preparation for the workplace, success at a four-year institution, or actual entry-level certification.
  + After typing the narrative below, delete this bulleted list from your document.

**Brief Narrative** (1 – 3 paragraphs)

Click or tap here to enter text.

**Reflection**

*Strengths*

Click or tap here to enter text.

*Concerns*

Click or tap here to enter text.

*Progress on concerns from last previous program review (give date of last review, if applicable)*

Click or tap here to enter text.

*Recommendations (Curriculum Committee Use Only)*

**III. Program Quality and Assessment (See also attached assessment template(s) Appendix C)**

* + Describe how the program employs methods and systems of instructional delivery that are appropriate to the discipline and to the educational needs of students.
  + Describe the evidence that the program’s courses and programs successfully meet the learning and/or employment needs of students.
  + Describe how the program systematically collects and reviews student learning outcome data for courses and programs, takes active steps to improve achievement, and reports the results to the Assessment Committee.
  + Describe program assessment data that has been collected and analyzed for the last two assessment cycles and resulting actions.
  + After typing the narrative below, delete this bulleted list from your document.

**Brief Narrative** (1 – 3 paragraphs)

Click or tap here to enter text.

**Reflection**

*Strengths*

Click or tap here to enter text.

*Concerns*

Click or tap here to enter text.

*Progress on concerns from last previous program review (give date of last review, if applicable)*

Click or tap here to enter text.

*Recommendations (Curriculum Committee Use Only)*

**IV. Program cost effectiveness and ability to meet occupational needs (See also Appendix D)**

* + Discuss data to support evidence that program-related occupational opportunities are available in the tribal community, region, and state. Include national trend data from Indian Employment and Training (U.S. Department of Labor).
  + Describe program revenue and cost relationships for the past 5 years (or where data is available)
    - Include a summary of current program revenue sources and amounts, describing any changes to revenue sources over the past 5 years
    - Give a summary of program costs and annual expenditures over the past 5 years
  + After typing the narrative below, delete this bulleted list from your document.

**Brief Narrative** (1 – 3 paragraphs)

Click or tap here to enter text.

**Reflection**

*Strengths*

Click or tap here to enter text.

*Concerns*

Click or tap here to enter text.

*Progress on concerns from last previous program review (give date of last review, if applicable)*

Click or tap here to enter text.

*Recommendations (Curriculum Committee Use Only)*

**V. Ability to positively impact CCCC’s relationships, partnerships, and alliances**

* + Discuss whether the program possess adequate facilities, equipment, and technology to maintain the effectiveness of its courses and programs (if not, explain).
  + Discuss whether the institution provide adequate student services (library services and collections, tutoring, writing lab, counseling, etc.) to maintain the effectiveness of the program's courses and programs. Please explain.
  + Discuss whether the institution supports professional development activities that are adequate for faculty members to maintain and upgrade their knowledge and skills in the discipline. Please explain.
  + Describe the program’s contribution to other CCCC programs through its significant involvement in the general education program, its support to other college programs through service course offerings, or in other ways.
  + After typing the narrative below, delete this bulleted list from your document.

**Brief Narrative** (1 – 3 paragraphs)

Click or tap here to enter text.

**Reflection**

*Strengths*

Click or tap here to enter text.

*Concerns*

Click or tap here to enter text.

*Progress on concerns from last previous program review (give date of last review, if applicable)*

Click or tap here to enter text.

*Recommendations (Curriculum Committee Use Only)*

**VI. Program Analysis and Reflection Narrative**

* + Describe how the curriculum and course content, design, and delivery are reviewed regularly by the program and its advisory team, and when all course syllabi have been updated (at least once since the last program review).
  + Describe any particularly successful aspects of the program as well as any honors, awards, or achievements earned by the program and/or its members.
  + Describe any particularly difficult obstacles, either internal or external to the institution, which influence the effectiveness of the program's courses and programs (include response to problems identified in previous program reviews or other relevant assessments, internal or external).
  + Identify and describe any important trends in the following areas which have an effect on program goals (see below):
    - Changes within the discipline of the program.
    - Changes within the student population served by the program.
    - Changes within the educational, social, or economic sector served by the program.
    - Changes within the organizational structure and direction of the institution.
    - Changes within tribal colleges.
    - Changes in federal or state laws that have an effect on program functions.
  + Describe any new and revised goals and objectives for program improvement that were identified through the Program Review. Include both short-term (1 year) and long-term (5 years) objectives.
  + Identify additional resources needed to maintain and improve program quality and to reach the goals and objectives (for example: hours for part-time employees, cost of remodeling, adjunct faculty hours, software, equipment, faculty development, etc.
  + After typing the narrative below, delete this bulleted list from your document.

**Narrative:**

Click or tap here to enter text.

**Appendix A**

**(Current CCCC Program of Study showing courses offered and suggested course rotation)**

**(will come prefilled by program)**



Sample

**Appendix B – Program Background Information, Enrollment, and Breadth**

**Faculty Program Staff and Credit Hour Loads (fill in current program staff information)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title/Position** | **FT/PT/ TEMP** | **Credit Load/Semester** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Enrollment and Graduation Data (5-year tables will come prefilled by program)**

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Sample

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**Appendix C – Program Quality and Assessment**

**(most recent two cycles of course/program assessment using current assessment template; this will come prefilled by program)**

Assessment Plan

(Year) / (Semester)

(Program)

|  |
| --- |
| Program Statement: |

Course Outcomes

(You need one of these for EVERY core course taught during that particular semester)

(Copy/paste from your syllabus)

Assessment Template

Program Outcomes

(Use your NEWLY REVISED program outcomes based on the 4 essential study outcomes)

Essential Studies Outcomes

1. Critical Thinking

2. Communication

3. Technological Literacy

4. Personal Attributes

|  |  |
| --- | --- |
| 1. **Area of Concern** |  |
| **Recommendation of assessment committee and/or faculty** |  |
| **Result of**  **Recommendation** |  |
|  |  |
| 1. **Area of Concern** |  |
| **Recommendation of assessment committee and/or faculty** |  |
| **Result of**  **Recommendation** |  |
|  |  |
| 1. **Area of Concern** |  |
| **Recommendation of assessment committee and/or faculty** |  |
| **Result of**  **Recommendation** |  |

|  |  |
| --- | --- |
| 1. **Area of Concern** | Students were having difficulty recalling prior knowledge that was needed to progress into higher level sequential classes. |
| **Recommendation of assessment committee and/or faculty** | Find a way to incorporate common concepts throughout the curriculum to help reinforce prior knowledge learned. |
| **Result of**  **Recommendation** | Implemented embedded questions of common concepts throughout the curriculum coursework needed to progress to continually reinforce prior knowledge. |

**EXAMPLE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D-Direct I-Indirect  List activity(ies) used to measure student success | Goal | Findings - Results  (Refer to LEGEND) | Analysis  (Contributing factors  - Internal and External -resulting in not meeting goal) | Recommendations | Identify Course Outcome(s)  being demonstrated | Identify Program Outcome(s)  being demonstrated | Identify Essential Studies Outcome(s) being demonstrated |
| D –  I – | > | N =  NP =  SR =  Avg. =  Range = |  |  |  |  |  |

**Appendix D – Cost Effectiveness and Ability to Meet Occupational Needs**

**Occupational Needs**

**(Insert data in table from national trend data; cite all source(s) using APA Format)**

|  |  |
| --- | --- |
| **National Employment Projections, 2020-2030**  **Bureau of Labor Statistics** | |
| **Occupational Category** | **Projected Increase** |
| Sample: Biological Science Teachers (Postsecondary) | 16.2% |
|  |  |
|  |  |
|  |  |

**Source: list source webpage(s) here**

**Annual Revenue and Expenditures (5-year tables will come prefilled by program)**

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Sample

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**Program Evaluation and Review** (for Curriculum Committee Use Only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Program Exceeds Expectations | Program Meets Expectations | Program Needs Improvement | Program Does Not Meet Expectations |
| **Sec II** Enrollment | Increasing | Steady | Decreasing | Unsustainably Low |
| **Sec III** Quality of the Program as Determined from Assessment Information | The program’s quality is substantial and notable. | The program’s quality is substantial but could be strengthened through curricular and/or program enhancements, e.g. providing additional resources, adding or deleting courses | The program’s quality could be strengthened through reconfiguration, e.g. substantial modification of the curriculum and the reorganization of faculty. | The program’s quality and/or contribution to the institution is not substantial enough to justify its continuance |
| **Sec IV** Cost Effectiveness | Net Gain | Break Even | Net Loss | Unsustainable Losses |
| **Sec IV** Projected Occupational Need (Regional and State Level) | Large Need and Growth in This Area | Moderate Need | Minor or Low Need | No Clear Need for This Degree |
| **Sec V** Ability to positively impact CCCC’s relationships, partnerships & alliances | Relationships are strong – benefits the overall mission of the college | Relationships, partnerships, and/or alliances could be developed to strengthen the program | Relationships, partnerships, and/or alliances need to be reconfigured in order to positively impact the college | Relationships, partnerships, and/or alliances are not positively impacting the college. The program’s reduction or phase out would not adversely impact other programs. |

The Curriculum Committee makes the following recommendation(s):

Follow up actions and timeline:

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**Completed Program Reviews Verification**

Name of Program Reviewed:

Director or Faculty of Record Date of Review

Curriculum Committee Chair Date of Review

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Administration Date of Review

Academic Dean Date of Review

President (as appropriate) Date of Review

Chair CCCC Board of Regents (as appropriate) Date of Review

 **Program Highlights (CURRENT ACADEMIC YEAR)**

Sample Program Snapshot Template

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

**Current Program Goals (CURRENT ACADEMIC YEAR)**

1. [prefilled]

2. [prefilled]

3. [prefilled]

**Progress on Current Program Goals (CURRENT ACADEMIC YEAR)**

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

**Updated/Revised Program Goals for (UPCOMING ACADEMIC YEAR)**

[One program goal should be targeted at improving classroom pedagogy or curriculum.]

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

**Annual Program Goals**

Sample Program Goal Status Template

**2023-24 Academic Year**

**Program Name:** Click or tap here to enter text.

**Program Faculty:** Click or tap here to enter text.

**Program Goals:**

1. **[prefilled]**

Status Goal 1, 8/1/23: Click or tap here to enter text.

1. **[prefilled]**

Status Goal 1, 8/1/23: Click or tap here to enter text.

1. **[prefilled]**

Status Goal 1, 8/1/23: Click or tap here to enter text.

**List any needed goal revisions here.**

**Revised Program Goals 2023-2024**

[One program goal should be targeted at improving classroom pedagogy or curriculum.]

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.