

Academic Program Review Guide

Northland College

Purpose

The Faculty of the College develops academic programs of study to structure student learning. The purpose of academic program reviews is

- 1) to assure that the academic programs of the College continue to be consistent with the mission, vision, and strategic priorities of the College;
- 2) to determine whether the resources allotted to the program are aligned with the needs of the program; and
- 3) to identify changes that may be required to fully realize the future of the program or the larger needs of the academic program and College.

Schedule

Unless circumstances dictate otherwise, academic programs at the College are reviewed on a rotating five- to seven-year cycle with three to five reviews occurring each year.

Components

Academic program reviews at the College include the following components:

- 1) summative data about the program;
- 2) surveys of graduates and of current students enrolled in the program;
- 3) programmatic self-study;
- 4) Dean's Council review;
- 5) final report with recommendations.

Summative Data

Prepared by the Institutional Research Specialist

Submitted to program coordinator and appropriate department chair

Due Date: September 1st of review year.

- *Number of majors/minors who graduated each year during the previous five academic years (graph).
- *Number of majors/minors declared at the end of the previous academic year.
- *Pre-enrollment expressions of interest in the major/minor from prospective students during the previous five academic years (graph).
- *Course enrollments and median grades for all courses required for the major/minor curriculum over the past five academic years (chart).
- *Course enrollments and median grades for all elective courses in the major/minor curriculum over the past five academic years (chart).
- *Number of full-time or part-time faculty members who delivered required courses for the major/minor over the past five year period.
- *Number of full-time or part-time faculty members who delivered elective courses for the major/minor over the past five-year period.
- *Number of adjunct or limited-term faculty who delivered required courses for the major/minor over the past five-year period.
- *Number of adjunct or limited-term faculty who delivered elective courses for the major/minor over the past five-year period.
- *List of full-time and part-time faculty members in the program that shows their annual number of advisees over the past five academic years and the declared major(s)/minor(s) of those advisees.

Surveys of Graduates and Current Students

Administered in collaboration with the program coordinator and summarized by the Institutional Research Specialist

Submitted to program coordinator and appropriate department chair

Due Date: September 1st of review year.

Surveys should be administered by the IR Specialist, but sent from the email of and with a cover statement by the program coordinator. For purposes of analysis, survey responses should be divided into four cohorts: (1) current students; (2) graduates who completed the major/minor within the past five years; (2) graduates who completed the major/minor five to 15 years ago; (3) graduates who completed the major/minor 15 to 30 years ago.

Surveys to current students should include the following questions, though others may be added by the program coordinator:

- 1) Reason(s) for declaring the major/minor.
- 2) Strengths of the major/minor as they are experienced it.
- 3) Concerns about the major/minor as they are experiencing it.

Surveys to graduates should include the following questions, though others may be added by the program coordinator:

- 1) Earned or pursuing a graduate or professional degree, if so what type, what field, and what institution;
- 2) Currently employed, if so how long, where, position;
- 3) In retrospect, most valuable components or experiences of major/minor;
- 4) In retrospect, components or experiences missing or not fully developed.

If desired, non-majors may also be surveyed about experiences with courses offered by program, either through dedicated surveys or through additional questions on the College's annual alumni survey.

Programmatic Self-Study

Facilitated by program coordinator, completed by program faculty

Submitted to appropriate department chair

Due Date: December 1st of review year.

During the fall semester of the review year, the academic program coordinator for program under review should facilitate a self-study that gives faculty responsible for delivering the curriculum for the program an opportunity to review summative data and responses to student surveys as well as an opportunity to reflect on the current status of the program and its potential for the future.

A written summary of the self-study should be prepared by the program coordinator, and at a minimum it should include responses to the following questions:

- 1) In what ways is the program contributing to the realization of the College's mission, vision, or current strategic commitments?
- 2) In what ways, if any, does the program serve or collaborate with other programs of the College?
- 3) What are the current strengths of the program?
- 4) What challenges, if any, is the program currently facing?
- 5) Have any significant changes been made to the program in the past five years? If so, what prompted these changes and how is their effectiveness being measured?

- 6) Are any changes anticipated in the next five years? If so, what are they and what is prompting them?
- 7) Are there investments the College might make to improve the effectiveness of the program or to increase the number of students that it serves?

Dean's Council Review

Facilitated by the Dean (or designee)

Due Date: March 15th of review year

After the Programmatic Self-Study is completed, the department chair for the program collects the summative data, the survey results, and the programmatic self-study into a single packet with any summative or prefatory comments deemed appropriate by the department chair. This packet is submitted to the Dean for distribution to the Dean's Council.

After Dean's Council members have had an opportunity to review the packet, the Dean's Council meets to discuss the program. As part of their discussion, Council members address the following questions:

- 1) How important are the program's contributions to realizing the College's mission, vision, or current strategic initiatives?
- 2) Are the resources allocated to the program aligned with the needs of the program and with the contributions that the program is making to the College as a whole? If not, how should the resource allocations be adjusted?
- 3) Are there changes to the program that should be completed in the next five-year period?

After discussing the academic program under review, the Dean's Council may request, if warranted, that the review be extended to include evaluation of the program by an outside reviewer. If this request is made, a process and timeline for the extended review should also be defined by the Dean's Council.

Final Report with Recommendations

Prepared by the Department Chair for the program; reviewed and approved by the Dean's Council.

Due Date: April 15th of the review year.

After the Dean's Council review (or, when requested, completion of the extend review with outside evaluation), the department chair for the program prepares a final report that takes into account all previous components of the review. In a concise format with appendices for all collected data, the report should do the following:

- 1) Demonstrate how the program is contributing to the realization of the College's mission, vision, or current strategic commitments;
- 2) Summarize the current strengths of the program as well as current concerns or challenges facing the program;
- 3) Identify changes that should be made to the program in the next five years, if any, and provide a rationale, timeline, and budget for each.
- 4) Provide a rationale for continuing, reducing, or increasing current resource allocations to the program.

The final report should be submitted to the Dean and copies should be distributed to the Academic Council and the Assessment Council.