



[INSERT NAME OF SERVICE DEPARTMENT/ACADEMIC PROGRAM]

(If this report involves the review of more than one department, degree, certificate, or diploma list them here.)

5-YEAR PROGRAM REVIEW

Community College of Beaver County reviews curricula and services according to an established five-year schedule to strengthen and improve program offerings and college services. Faculty, staff, and administrators are active participants in the program review process, working together to identify areas of strengths and weaknesses within their respective programs or service areas. The final product of the program review process is a five-year action plan that directly informs the College’s annual planning and budgeting processes.

Approvals:

Program Review Lead

Date

Department Supervisor (Dean, Director, VP, etc.)

Date

Chair, Academic & Service Accountability Council

Date

Executive Vice President & Provost

Date

President

Date

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Program Review Outline and Instructions

Before submitting your final program review be sure to...

- Delete all information in italics;
- Eliminate references to “service department” or “academic program” as appropriate, including those within the table of contents. This may include deleting entire pages of the template;
- Revise the action plan with your supervisor and colleagues following the external review;
- Combine the program review and external reviewers’ reports into a PDF binder (see directions) and send to katie.thomas@ccbc.edu.

SECTION I: General Information

Program/Service Area Mission

Review your program/service area mission. Include the mission of the academic program or service area under review. The program description from the most current version of the academic catalog should be used for academic programs and any commonly publicized mission from the academic catalog, student handbook, faculty handbook, etc., should be used for service areas. If you are updating your service department’s or program’s mission, please include the current mission as well as the proposed mission. Also, please be sure to submit changes to the Curriculum Committee and/or Marketing as appropriate following final approval of your program review.

- Current Mission:
- Proposed Mission:

Program/Service Area Goals and Outcomes

Include the student learning outcomes (SLOs) or service department outcomes (SDOs) for the program or service area under review as established in TracDat. As part of the program review process, you must meet with the Executive Director for Planning, Assessment, and Improvement to review your current outcomes assessment plan to ensure outcomes are appropriately rigorous, mapped to program courses, and linked to the College’s general education competencies and strategic plan. If you are updating your service department’s or program’s outcomes, please include the current outcomes as well as the proposed outcomes.

- Current Goals/Outcomes:
- Proposed Goals/Outcomes:

Goal and Outcome Links

Create a table that links established student learning/service department outcomes to the College’s strategic priorities, general education competencies, and/or course objectives as appropriate. Please see the provided program review for an example.

Transfer Activity/Partnerships

Briefly summarize the program’s/department’s transfer and/or partnerships efforts. How is the program/department involved with other institutions and organizations?

SECTION II: Personnel

Full-Time Faculty List
(Tenure and Tenure Track)

Name	Rank	Department	Highest Degree	Courses Taught Within Program

Part-Time Faculty List

Name	Rank	Department	Highest Degree	Courses Taught Within Program

Full-Time Administration and Staff List

Name	Rank	Department	Highest Degree	Primary Responsibilities

Part-Time Administration and Staff List

Name	Rank	Department	Highest Degree	Primary Responsibilities

SECTION III: Curriculum/Services

CURRICULUM (Academic Programs Only)

Program Curriculum

Review program curriculum. Include the program curriculum from the most recent version of the academic catalog for each degree, certificate, or diploma associated with the academic program under review. Please include only a screen capture of the program curriculum from the academic catalog or a self-generated table of the curriculum. List and describe any changes that need to be made to the curriculum, providing strong reasons why the changes should be made. Following the final approval of your program review, curricular changes should be submitted to the Curriculum Committee as appropriate.

List of Course Offerings

Complete the following chart. Data should reflect the last four years of course offerings. The chart may be expanded as needed. If the list is extensive, you may choose to include this chart as an appendix to the report.

Year	Course	Credits	Last Revision Date	Course Completion % (A, B, C)	Course Non-completion % (D, F, W)

Innovative Practices

Describe how the program ensures it is using current best practices. Address how innovative, best practices have been employed within the program and how those practices benefit students. Please provide three examples. Any supporting documentation should be included in an appendix to the report. When possible, innovative practices should be directly linked to one of the AAC&U’s High-Impact Practices, which include 1) first-year experiences, 2) common intellectual experiences, 3) learning communities, 4) writing-intensive courses, 5) collaborative assignments and projects, 6) undergraduate research, 6) diversity/global learning, 7) service learning/community-based learning, 8) internships, and 9) capstone courses/projects. Best practices may also be directly linked to established best practices in the specific program field. Please cite the organization from which the practices are derived. See the provided program review for an example.

Program Effectiveness

Create a summary of the program’s outcome assessment results and actions for the last four years. Describe the assessment process used to measure program success and how assessment results are being used to influence decision making. Please provide three examples.

Communication and Collaboration

Address how program mission, goals, outcomes, and course objectives are communicated to constituents (current/potential students, full-/part-time faculty, etc.) to ensure program continuity and effectiveness?

SERVICES (Service Departments Only)

List of Service Offerings

Complete the following chart. Information should reflect the last four years of service offerings. The chart may be expanded as needed.

Year	Service	Description	Recent Process Revisions

Innovative Practices

Describe how the department ensures it is using current best practices to guide its services. Address how innovative, best practices have been employed within the department to ensure the success of services and how those practices benefit college constituents. When possible, relate best practices directly to established best practices in the field, citing the organization from which the practices are derived. Please provide three examples.

Service Effectiveness

Create a summary of the department’s outcome assessment results and actions for the last four years. Describe the assessment process used to measure program success and how assessment results are being used to influence decision making. Please provide three examples.

Communication and Collaboration

Address how department mission, goals, outcomes, and services are communicated to constituents? Describe access to these elements and services—include on campus, outreach, and web-based, as applicable.

SECTION IV: Data

Enrollment, Retention, & Graduation Data Summary (Academic Programs Only)

Provide the last four years of enrollment, retention, and graduation information for the program under review.

Academic Year	Number of Students Enrolled in Program	Number New Students	Number of Returning Students	Number of Graduates
20XX-20XX				
20XX-20XX				
20XX-20XX				
20XX-20XX				

Service Utilization Data Summary (Service Departments Only)

Complete the table below, identifying student/employee utilization of services as well as satisfaction with said services over the past four years.

Year (Academic, Fiscal, or Calendar)	Service	Number of Students/Employees/Others Utilizing Services	Satisfaction with Services
20XX			
20XX			
20XX			
20XX			

SECTION V: Resource Allocation

Annual Budgetary Allocation

Enumerate the past four years of budgetary allocations for the academic program/service area under review.

Equipment and Technology Resources

List and describe the significant equipment, technology, and other resources purchased for the program/service area under review over the past four years.

Impact of a 5% Budgetary Increase/Decrease

What impact would a 5% budgetary increase or decrease have on the outcomes of the program/service department? Describe the impact of both scenarios.

SECTION VI: Recommendations

Previous Recommendations

Complete the following chart documenting all program/service area recommendations received over the last four years. Establish how recommendations were addressed, funded or not funded, and assessed or not assessed. Also, include any program/service area improvements in relation to proposed recommendations.

Year	Recommendation	Recommending Body	Resources Allocated	Related Assessments	Resulting Improvements

Current SWOT Analysis

In conjunction with the immediate supervisor (dean, director, VP, etc.), a SWOT analysis should be conducted with appropriate program/department constituents (faculty, staff, administrators, alumni, current students, external constituents) to identify the strengths, weaknesses, opportunities, and threats associated with the academic program or service department under review. Document the results of the analysis using the provided chart.

Strengths	Weaknesses	Opportunities	Threats

External Evaluators' Report

All programs/service departments must be reviewed by two external evaluators. Please provide their names, titles, and institution/organization here. The Evaluators' Reports should be attached as appendices to the program review. Program review leads are responsible for identifying external reviewers. Previous external reviewers have been identified from other community colleges, four-year colleges, or business/industries related to the program/service area under review.

- External Evaluator 1: Name, Title, Institution
- External Evaluator 2: Name, Title, Institution

SECTION VII: Action Plan

Proposed Action Plan

Create a five-year action plan based on the findings of the current program review. Provide estimated costs, if needed, and a timeline (i.e., completion by year 1, year 2, etc.) that indicates how these changes will be implemented, funded, and assessed over the next five-year period. An initial action plan should be completed before the external review. Following the external review, the action plan should be finalized with the immediate supervisor and other members of the department and/or faculty teaching within the program.

Action	Timeline	Costs	Means of Assessment	Person Responsible

SECTION VIII: Appendices

Please provide appendices as appropriate/applicable