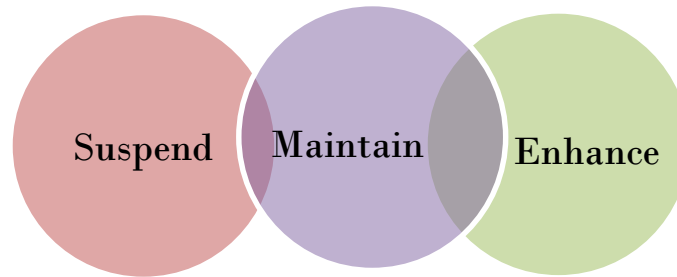


ACADEMIC PROGRAM REVIEW

Ensuring Academic Excellence



Office of Academic Affairs

Talladega College

Talladega, AL

Purpose

Colleges and universities have done program review for centuries. Put simply, program review is the commitment to reflect on what we are doing and think about how we can do it better. Academic Program Review is designed to examine, assess, and strengthen Talladega College's academic activities. Program review, done properly, will help us understand how our students are learning and whether your academic program is effective and sustainable. Evaluate the strengths, weakness of the programs, respond to future challenges, and opportunities to shape your program. Talladega College will be looking in on your work and so will the Dean, Program Review Committee and the Provost with Director of Institutional research and Effectiveness; but before you start the review, commit the time to making the process meaningful and important to your most critical audiences...yourself and your students. In order to complete the process, SACSCOC

Scope

Every academic program at Talladega College will be reviewed in three year cycle. Department Head is the key responsible to prepare the review process and Dean will coordinate to review the process. Each Program Review used SACSCOC standards. Program review aims to maintain and strengthen the quality of the college's curriculum and its ability to meet the challenges of the future. Office of Academic Affairs and Institutional Effectiveness has scheduled to review all 19 programs for next 3 years.

Program Review Assessment Process:

Step 1: Faculty Participation: Faculty will participate in the program selection process to select which program need to be reviewed first (Spring-Fall) schedule for academic year for next three year program review cycle.

Collection of responses: Program selection data will be collected in the Regular Faculty Meeting by using the program code with semester code.

Result: Data will be analyzed and announced in the Faculty meeting or inform via email

Step 2: Program Self-Study Review

Program self-study will be reviewed by the Program chair. Program chair will responsible for the preparation of a Self-Study Program review documents as per the Check list provided in the Program review packet. Program chair also responsible to add all the required input on the Program Review component of the Compliance Assistance (Campus Lab) application. Office of Institutional effective and Research will setup all the required document framework at the Program Review website.

Step 3: Division Dean Review:

Division dean also responsible for reading the program self-study report with all required documents. The division dean, after reading the program review documents, may add another review with comments and recommendation or have the opportunity to add their comments and recommendation. The division dean can discuss the comments and recommendation with Program chair and have the opportunity to collect and add justification before going to program review committee.

Step 4: Selection of Program Review Committee and their Responsibilities

Provost and Office of Institutional Effectiveness and Research will select the program review committee members from instructional and non-instructional unit. The committee will examine all documents developed during by Program chair for the review. On the basis of its examination the committee shall prepare its comments and recommendation. These are followed to the Office of Institutional Effectiveness and Research.

Step 5: Provost Review:

Upon receiving the program review document from Office of Institutional Effectiveness and Research, the Provost/Vice President for Academic Affairs will meet with Program chair and discussed the committee's comments and their recommendation (if any). The Provost/Vice President for Academic Affairs also meet with the President and Vice President of Business and Finance, in order to discuss budgetary planning process or allocation of other resources. The Provost/Vice President for Academic Affairs will ask the action plan from the Program chair in response to recommendation (if any). Finally, at the end of the semester, Provost, shall circulate a summary of the major findings, and recommendations for all programs reviewed.

Responsibilities

Phase-1:

Department Head: Program Name

- Review the Checklist and develop the plan to prepare the program review report
- Prepare the required Documents and add all supporting documents.
- Add all required document electronically on the Campus Lab(Program Review Component) (if available)
- Consult with Dean or other Faculty to assess available resources and arrange the supporting document

Phase-2:

Division Dean: Name of Division

- Oversee the preparation of an all required documents
- Review the program review report with the program head and provide recommendation and feedback
- Ensure that all documents and reports are submitted to the Program Review Committee in a timely manner

Phase 3:

Program Review Committees: Provost will select the Program review committee's members

- Assigned the access of the electronic documents(Campus Lab: Program Review) or provide program review binder to three external reviewers for Provost approval
- Review the entire documents and add remarks (if necessary)
- Plan to meet Department Head with Dean(if available) and discuss the report

- Visit the facility by sending a note to the Department Head and Dean
- request additional information or clarification if necessary (request can be arranged by e-mail or by communicating with Department head)
- Add recommendation and provide the time to the Department head to update the report as per committee suggestions and submit again
- Sign the checklist/ program review checklist and send to the Provost with report

Phase 4:

Provost:

- Review the program review report and add recommendation, suggestion
- meet with Department head and Dean to discuss the Committee's recommendation
- meet with other administrators to discuss the resources, program's report
- meet with President to discuss the result

Phase 5:

Office of Institutional Effectiveness and Research (OIER)

- Compiles Data for Program Reviews
- Follow-up and coordinate with the Department Head, Deans, Program, committees, and Provost
- Provide template for all required checklist items
- Set the Assessment model at the Campus Lab (Program review) or arrange binders with all required template
- Provide Training how to use Program review component to Department Head, Deans, and Program review committees
- Save the official report

Program Review Check List

- A. Program Information
 - B. Degree Award Information
 - C. Enrollment Information
 - D. Program Performance Trends [Completion Rate and Placement Rate (Graduate Schools or Job, Retention Rate etc.)]
 - E. Program Satisfaction Trends [Student Satisfaction Survey or Alumni Satisfaction survey etc.]
 - F. Program Cost (Business Office)
 - G. Program Opportunities/Industry Trends / Graduate level study trends
 - H. Program Goals and Objectives
 - I. Uniqueness of program (Program Chair and Faculty)
 - J. Instructional Performance/Student Learning
- Schedules**
- J. A: Instructional Performance/Student Learning
 - J.B: Curriculum and Course(s) of Study
 - J.C: Facilities, Equipment, and Resources
 - J.D: Quality of Student Experience
 - J.E: Institutional Support

J.F: Overall Quality of Program

K.1: Program Attachments

K.2: Student Learning Outcomes

K.3: Graduate Student Surveys

K.4: Employer Surveys

K. 5: Program learning outcomes

K.6: Other Documentation

Program Review Schedule

Name of Program to be Reviewed	CIP-Code	Year of Proposed Review
Bachelor of Arts in Mass Media Studies	09.0102	Spring 2017
Bachelor of Arts in Chemistry	40.0501	Fall 2017
Bachelor of Arts in Education <ul style="list-style-type: none"> • Special Education and Teaching • English/Language Arts Teacher Education • Mathematics Teacher Education • Music Teacher Education • Biology Teacher Education • History Teacher Education 	13.1099,13.1305,13.1311,13.1312,13.1322, 13.1228	Fall 2017
Bachelor of Arts in Mathematics	27.0101	Fall 2017
Bachelor of Arts in Business Administration	52.0101	Spring 2018
Bachelor of Arts in English Language Art	23.0101	Spring 2018
Bachelor of Arts in Psychology	42.0101	Spring 2018
Bachelor of Arts in Computer Science & Computer Information Systems	11.0101, 11.9999	Fall 2018
Bachelor of Arts in History	54.0101	Fall 2018
Bachelor of Arts in Public Administration	44.0401	Fall 2018
Bachelor of Arts in Biology	26.0101	Spring 2019
Bachelor of Arts in English	23.0101	Spring 2019
Bachelor of Arts in Fine Arts	50.0799	Spring 2019
Bachelor of Arts in Sociology	45.1101	Fall 2019
Continuing Education: FastTrack	52.0202	Fall 2019
Bachelor of Arts in Criminal Justice	43.0103	Fall 2019
Bachelor of Arts in Social Work	44.0401	Spring 2020
Bachelor of Arts in Music Performance	50.0201	Spring 2020
		Spring 2020

**Program Review Calendar:
March 2017- July 2017**

Event	Responsible Person	Date
Program Name: Bachelor of Arts in Mass Media Studies	Program Chairs for each Program	
Compiles Data for Program Reviews : [Arrange necessary documentations]	Dr. Syed Raza	March 6, 2017
Program Review Training for Program Chairs	Dr. Syed Raza	March 8 , 2017 11:30 a.m. Faculty Development Center
Program Chairs May Begin Working on Program Reviews	Program Chairs	March 8, 2017
Program Review Completed by Program Chairs	Program Chairs	April 25, 2017
Program Review Completed by Evaluators: Committee's members (at least 3) will be selected by Provost.	Program Review Evaluators	May 10, 2017
Reviews submitted to Division Dean for Review Reviews completed by Dean	Division Dean	June 1, 2017
Provost Review Completed and Discussed with President	President and Provost	July 25, 2017
Review of Recommendations from President and Provost	Dr. Raza, Division Dean, Program Chairs	August 1, 2017
Complete Program Chair Action Plan in Response to Recommendations	Program Chairs	Fall 2017

Program Review Calendar: 2017-18
August 2017 –December 2017:
Fall 2017

Event		Responsible Person	Date
Program Names: Bachelor of Arts in Chemistry Bachelor of Arts in Education Bachelor of Arts in Mathematics		Program Chairs for each Program	
Compiles Data for Program Reviews : [Arrange necessary documentations]		Dr. Syed Raza	August 15, 2017
Program Review Training for Deans and Program Chairs		Dr. Syed Raza	September 6, 2017 11:30 a.m. Faculty Development Center
Program Chairs May Begin Working on Program Reviews		Program Chairs	September 6, 2017
Program Review Completed by Program Chairs		Program Chairs	October 17, 2017
Program Review Completed by Evaluators: Committee's members (at least 3) will be selected by Provost.		Program Review Evaluators	Nov 14, 2017
Reviews submitted to Division Dean for Review Reviews completed by Dean		Division Dean	Nov 20, 2017
Provost Review Completed and Discussed with President		President and Provost	Dec 11, 2017
Review of Recommendations from President and Provost		Dr. Raza, Division Dean, Program Chairs	Dec 15, 2017
Complete Program Chair Action Plan in Response to Recommendations		Program Chairs	Spring 2018

Program Review:

Note: Data in the entire document is used for example purpose. There is no reality of the data.

Purpose Mission of the Program

Describe the purpose/mission of your program in the narrative box below.

A. Program Information

Program Name:		CIP Code:	
Program Chair:		Program Prefix:	
Division:		Division Dean:	

B. Degree Award Information

Award Title	Award Title	Number of Award	Credit Hours	Semester Contact Hours
2012-13				
2014-15				
2015-16				
2016-17				

C. Enrollment Information

Narrative:

	Fall 2012- Spring13		Fall 2013- Spring 14		Fall 2015-Spring 16		Fall 2016-Spring 17	
Total Enrollment								

Enrollment Trends: (Unduplicated Count): Fall

	Fall 2016	Fall 2015	Fall 2014	Fall 2013
New Students	21			
Program Enrollment	37			
Program Graduates	3			
Credit Hours Produced	120			
Students dropped	7			
Student FTE	28			

Enrollment Trends: (Unduplicated Count): Spring

	Spring 2017	Spring 2016	Spring 2015	Spring 2014
New Students	21			
Program Enrollment	37			
Program Graduates	3			
Credit Hours Produced	120			
Students dropped	7			
Student FTE	28			

Fall Semester Review Year Enrollment Demographics:

Year	Head Count	Program Completion %	Gender		Status		Age				Race							
			Male	Female	Full Time	Part Time	18-24	25-29	30-35	>35	White	Black	Hispanic	Native American	Asian	Multi-race	Unknown	Other
2014-15																		
2015-16																		
2016-17																		
Total																		

D. Program Performance Trends [Completion Rate and Placement Rate (Graduate Schools or Job, Retention Rate etc.)]

Narrative:

	Award	2013-2014	2014-15	2015-16
Completion Rate				
Placement Rate				
Licensure Rate (No applicable in certain program)				
Retention Rate				

Fall FTE Students				
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	2013-2014	2014-15	2015-16
Fall FTE Faculty			
Fall Student/Teacher Ratio	20 to 1	19 to 1	19 to 1
Fall Total Credit Hours			
Fall Credit Hours/FTE Faculty			
Completions:			

E. Program Satisfaction Trends [Student Satisfaction Survey or Alumni Satisfaction survey etc.]

Employer Satisfaction Surveys have proven to be ----- . Additionally, the student and alumni satisfaction surveys

Narrative

	2013-14	2014-15	2015-16	2016-17
Employer Satisfaction	Excellent-88.9% Very Good-11.1%	No data available	No data available	

Student Satisfaction Survey	Excellent-42.9% Good-52.4% Average-4.8%	Excellent-21.4% Good-50% Average-28.6%	Excellent-0%	
Alumni Satisfaction Survey	Excellent-40% Very Good-60%	Excellent-100%	No data available	
Graduation Exit Survey: Overall, I am satisfied with the education I received at Talladega College	Yes-100%	Yes-100%	Yes-100%	

Program Rectification (Program Chair should explain plans to improve assessment results, if applicable):

Document Required:

Employer Survey

Graduate School Survey

Student Satisfaction Survey or Alumni Satisfaction survey

F. Program Cost (Business Office)

Narrative

	2014-15	2015-16	2016-17
Instructional Cost*			
Equipment Maintenance/Replacement			
New Equipment (not replacement of non-repairable equipment)			

**Includes salary, benefits and other expenses.*

Equipment Description. List equipment either replaced or purchased. (Program Chair)(Consult with IT department, if applicable)

Description	2014-15	2015-16	2016-17
Equipment, Replacement		1. Replace old computers	
New Equipment (not replacement of non-repairable equipment)			

NOTE: If equipment was donated by another source, you must note it here. [Consult with IT department]

G. Program Opportunities/Industry Trends / Graduate level study trends

Narrative

Hourly Wage Rates [Review the following website to get the latest information about wages]

<http://www2.labor.alabama.gov/OES/Wage/wagesbyalpha.aspx>

Program Name	Entry Annual Salary	Experienced Annual Salary

Industry Job Opening Projections or Internship Opportunity

Anticipated Industry Trends/Graduate Program change: That Will Affect Changes in Curriculum and/or Equipment

(Program Chair)

H. Program Goals and Objectives

Narrative

Program Performance Results	College Wide Previous year	Program Previous Year	Objective Next Year (Program Faculty)
Enrollment Percent Change (Previous Fall Term 2015 to Fall Term 2016)			
Completion Rate			
Placement Rate			
Retention Rate			
Student/Teacher Ratio			
Credit Hours/FTE Faculty			

Program Enhancement Goals	Goal Statement (Program Chair & Faculty)
Curriculum Revisions	
Professional Development	
Equipment Additions/Upgrades	

I. Uniqueness of program (Program Chair and Faculty)

Uniqueness of program (Program Faculty): Consider the following items

Unique programs are those with special characteristics, special populations, a special market niche, high passing rates of graduates or placement rate in graduate schools, high placement of graduates in the world of work.

Note: Any factors that serve to make this program unique and possibly worthy of continuation even though it may have low or high enrollment and or high program costs.

Narrative

J. Instructional Performance/Student Learning

Based upon the Program Review, comment on this program's strengths and challenges utilizing the headings listed below. If appropriate, list any suggested plan of action you have that will address strengths or challenges.

Program Chairs are required to complete all schedules and provide appropriate documentation to support these performance measures.

Schedule A. Instructional Performance/Student Learning

Performance Indicators:

Student Progress (pre- & post-test differences, percent continuing to next course, percent receiving passing grade, percent withdrawal/drop details)

Learner-Centered Teaching (use of variety of teaching methods (mentioned all details))

Instructor Credentials (percent of faculty meeting SACSCOC standards, faculty credentials, number of years of teaching or industry-related experience)

Student Satisfaction (classroom engagement etc.)

Adherence to Policy (class starts on time etc.)

Narrative

STRENGTHS:

CHALLENGES:

SUGGESTED PLAN OF ACTION:

J.B: Curriculum and Course(s) of Study

Based upon the Program Review, comment on this program's strengths and challenges utilizing the headings listed below. If appropriate, list any suggested plan of action you have that will address strengths or challenges.

Program Chairs are required to complete all schedules and provide appropriate documentation to support these performance measures.

Performance Indicators:

Program Enrollment Levels:

Enrollment Growth Rate (new student enrollment)

Program Recommendations (attach minutes for program meetings)

Industry/Graduate school Surveys (expected trends in curriculum needs)

Labor Market Data: Employment Projections (expected curriculum needs)

Employer Satisfaction Survey (relevance of program competency emphases)

Alumni Satisfaction Survey (relevance of courses and topics covered)

Student Satisfaction Survey (relevance of courses and topics covered)

Narrative

STRENGTHS:

CHALLENGES:

SUGGESTED PLAN OF ACTION:

J.C Facilities, Equipment, and Resources

Based upon the Program Review, comment on this program's strengths and challenges utilizing the headings listed below. If appropriate, list any suggested plan of action you have that will address strengths or challenges.

Program Chairs are required to complete all schedules and provide appropriate documentation to support these performance measures.

Performance Indicators:

Adequacy of Space: (determined by Student Satisfaction Survey)

Environment Conducive to Learning (Student Satisfaction Survey, Graduate Exit Survey or Graduate Satisfaction Survey)

Adequacy of Resources (Student Satisfaction Survey, Graduate Satisfaction Survey, Student/Teacher Ratio, Credit Hours/FTE Instructor)

Operation of Equipment (Student Satisfaction Survey, Graduate Satisfaction Survey)

Relevance of Equipment (Alumni Satisfaction Survey)

Narrative

STRENGTHS:

CHALLENGES:

SUGGESTED PLAN OF ACTION:

J.D Quality of Student Experience

Based upon the Program Review, comment on this program's strengths and challenges utilizing the headings listed below. If appropriate, list any suggested plan of action you have that will address strengths or challenges.

Program Chairs are required to complete all schedules and provide appropriate documentation to support these performance measures.

Performance Indicators:

Student Satisfaction (Overall level of satisfaction, specific high and low points)

Graduation Exit Satisfaction (Overall level of satisfaction, specific high and low points)

Alumni Satisfaction (Overall level of satisfaction, specific high and low points)

Student Advising Experience (problems encountered, student satisfaction)

Student Development and Student Success Center (instructor interventions, referrals made, appointments kept)

Narrative

STRENGTHS:

CHALLENGES:

SUGGESTED PLAN OF ACTION:

J.E. Institutional Support

Based upon the Program Review, comment on this program's strengths and challenges utilizing the headings listed below. If appropriate, list any suggested plan of action you have that will address strengths or challenges.

Program Chairs are required to complete all schedules and provide appropriate documentation to support these performance measures.

Narrative

STRENGTHS:

CHALLENGES:

SUGGESTED PLAN OF ACTION:

J.F Overall Quality of Program

Based upon the Program Review, comment on this program's strengths and challenges utilizing the headings listed below. If appropriate, list any suggested plan of action you have that will address strengths or challenges.

Program Chairs are required to complete all schedules and provide appropriate documentation to support these performance measures.

Performance Indicators:

Employer Satisfaction (overall level of satisfaction)

Alumni Satisfaction (overall level of satisfaction)

Graduate Exit Satisfaction (overall level of satisfaction)

Student Satisfaction (overall level of satisfaction)

Completion Rate (versus prior years)

Enrollment Level/Growth Rate (versus prior years, program chair should explain increase and/or decrease in enrollments)

Retention Rate (versus prior years)

Placement Rate (versus prior years)

Narrative

STRENGTHS:

CHALLENGES:

SUGGESTED PLAN OF ACTION:

K.1. Program Attachments

In addition to completion of the PROGRAM REVIEW EXECUTIVE SUMMARY:

Include the following attachments:

- a. Program description and course descriptions (copy from current college catalog)
- b. Curriculum
- c. Syllabi of courses
- d. Submit four additional syllabi. (2 from all levels from 100, 200, 300, and 400). All syllabi must indicate requirements for students to utilize college learning resources such as Library.

Narrative

K.2. Student Learning Outcomes

In addition to completion of the PROGRAM REVIEW EXECUTIVE SUMMARY:

List student learning outcomes for the program: (“When the student completes the program he/she will be able to...”)

Narrative

K.3. Graduate Student Surveys

In addition to completion of the PROGRAM REVIEW EXECUTIVE SUMMARY:

Discuss results of graduate student surveys and indicate how you have modified your curriculum for program improvement based on the surveys. Attach copies of surveys and results.

Narrative

K.4. Employer Surveys

In addition to completion of the PROGRAM REVIEW EXECUTIVE SUMMARY:

Discuss results of employer surveys/Internship

Narrative

K. 5. Program learning outcomes

In addition to completion of the PROGRAM REVIEW EXECUTIVE SUMMARY:

Discuss progress and changes made based on your curriculum for program improvement based on the surveys. Attach copies of surveys and results.

Narrative

K.6. Other Documentation

In addition to completion of the PROGRAM REVIEW EXECUTIVE SUMMARY:

Discuss and/or attach other supporting documentation (memos, letters of support, etc.) related to the program.

Checklist /Summary

Checklist Instructions: Check “Yes” if the data is complete and “No” if the data is incomplete. Missing or incomplete items should be addressed with the program chair, who will then be given opportunity to complete the data before the summary portion of this form is completed.

YES	NO	PROGRAM REVIEW ITEM	COMMENTS
		A. Program Information	
		B. Degree Award Information	
		C. Enrollment Information	
		D. Program Performance Trends [Completion Rate and Placement Rate (Graduate Schools or Job, Retention Rate etc.)]	
		E. Program Satisfaction Trends [Student Satisfaction Survey or Alumni Satisfaction survey etc.]	
		F. Program Cost (Business Office)	
		G. Program Opportunities/Industry Trends / Graduate level study trends	
		H. Program Goals and Objectives	
		I. Uniqueness of program (Program Chair and Faculty)	

		J. Instructional Performance/Student Learning	
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Checklist Instructions Schedules:

Checklist Instructions: Check “Yes” if the data is complete and “No” if the data is incomplete. Missing or incomplete items should be addressed with the program chair, who will then be given opportunity to complete the data before the summary portion of this form is completed.

YES	NO	PROGRAM REVIEW ITEM	COMMENTS
		J. Schedule A: Instructional Performance/Student Learning	
		J. Schedule B: Curriculum and Course(s) of Study	
		J. Schedule C: Facilities, Equipment, and Resources	
		J. Schedule D: Quality of Student Experience	
		J. Schedule E: Institutional Support	
		J. Schedule F: Overall Quality of Program	
		K. 1. Program Attachments	

		K.2. Student Learning Outcomes	
		K.3. Graduate Student Surveys	
		K.4. Employer Surveys	
		K. 5. Program learning outcomes	
		K.6. Other Documentation	

Note: Program chair will revise discrepancies noted by the Program Review Committees with 10 days from notification

On-Site Program Review Committee's Visit Checklist

Name & Title of Evaluators:

1. _____

2. _____

3. _____

Date of Visit:

	ITEM	YES	NO	NOT APPLICABLE
1.	All instructional supplies and equipment meet appropriate and required safety standards.			
2.	Safety signs are appropriately placed and visible by students and employees.			
3.	Emergency Exit signs are appropriately placed and visible by students and employees.			
4.	Material Safety Data Sheets are completed and available for review.			
5.	Fire extinguisher is available and has undergone the required preventative maintenance checks.			

6.	Shop, classroom, and/or lab are clean and free of debris.			
7.	First aid supplies are readily available.			
8.	Preventative maintenance services are provided to ensure continued operation of the facility.			
9.	Access to library services is readily available to students.			
10.	Access to student services is readily available to students.			
11.	Custodial services are available to provide routine care and maintenance to facility.			

Identify any needed preventative maintenance, equipment needs, etc.:

Program Committee Evaluator Rubric

Date of Review:

Evaluator Committee members:

Provost Program Review Rubric:

Name of Provost:

Date of Review:

	CATEGORY	Compliant	Non-Compliant	Not Applicable	Comments
1	Has the program clearly articulated its program mission, program goals and student learning outcomes?				
2	Is the current curriculum content and design appropriate to enable students to develop the skills and attain the outcomes needed for graduates of this program?				
3	Does the program have adequate facilities, equipment, resources, staff and support services?				
4	Has the program been successful in its student recruitment, retention, placement, and completion/graduation goals?				
5	Are faculty competencies/credentials appropriate for the discipline and degree?				
6	Is faculty adequately supported and engaged in ongoing professional development necessary for staying current in their field and continuously updating their courses and curriculum?				
7	Does the program assessment plan clearly articulate student learning outcomes, assessment tools, procedures for gathering evidence of student learning?				

8	How are the assessment results used to improve the program and in strategic planning?				
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Program Chair Action Plan

Once the Program chair receives the comments from the Programs Review Committees and Provost, the Program chair should develop the Action Plan with Implementation Date.