Academic Program Review Guide

Academic Program Review at Suffolk County Community College provides an opportunity to evaluate and strengthen the College's academic programs. The Program Review process is based on the Program Review recommendations put forth by the SUNY University Faculty Senate in January 2012, best practices from other institutions, and the processes employed historically by Suffolk County Community College.

I. The Committee Structure

A. Program Review Chairperson

The chairperson is responsible for organizing the committee, assigning specific tasks to each member of the committee, seeing to it that all timelines are maintained, and writing/editing the final version of the report.

B. Committee Members

The members of the Program Review Committee will consist of the following:

1. The academic chair or program coordinator and at least two faculty members from the program under review. This may include members of the adjunct faculty. In the case of a multi-campus review, there should be at least one faculty member from each campus that offers the program.
2. Optional: One faculty member from outside the program.
3. Optional: One student in the program.
4. Optional: For A.A.S programs – An outside member, perhaps someone from the program advisory board or industry.

C. Selection of Membership

Program Review Committee Chairperson: For multi-campus reviews, the Associate Dean for Curriculum Development, in consultation with the Vice President for Academic Affairs, campus deans, and academic chairs, will appoint the program review chairperson. For single campus reviews the campus Executive Dean will appoint the chairperson.

Committee members: For multi-campus reviews the chairperson will select committee members in consultation with the Associate Dean for Curriculum Development. For single campus reviews the chairperson will select members in consultation with the campus Executive Dean.

II. Outcomes Assessment Component

Each program has developed Program Learning Outcomes and Annual Plans for the Assessment of Student Learning. These assessments will be housed in TracDat and can be retrieved from the Office of Planning and Institutional Effectiveness. The committee may develop additional instruments for assessment and evaluation. The Office of Planning and Institutional Effectiveness can assist in the development of any additional assessment tools.

III. Report Format

A template for the Program Review will be provided by the Office of Academic Affairs.
The report will contain:

1. A cover page with the title of the program, campus(es), date of review, names of chair and committee members.
2. Preface – a brief description of the process; acknowledgements.
3. Table of Contents
4. Body of the Report (approximately 25-30 pages in length).
5. Major Findings – the program's main strengths and weaknesses.
6. Recommendations – state, in priority order, the committee's recommendations for strengthening the program. The recommendations must be:
    a. Be based on the committee's findings, as supported by evidence;
    b. Be clear and specific as to what action should be taken;
    c. Be realistic in light of current and foreseeable resources.
7. Appendices – all support material, assessments, reports used, etc.

IV. Support Services for the Committee

A. Secretarial/Computing Services

Secretarial/computing services will be provided by the area, division or department under which the program being reviewed resides. In the case of multi-campus reviews, support will be furnished by the home campus of the program review chairperson.

B. Data Support Services

The Office of Planning and Institutional Effectiveness will assign a specialist to each Program Review Committee. That specialist will assist in gathering data necessary for the review and in interpreting its significance. A standard student data package will be provided, which contains information about student demographics, persistence and retention rates, and other helpful information.

C. Orientation Meeting

The Office of Academic Affairs will introduce the Program Review process at the first meeting of the Program Review Committee, and will provide the Program Review Template, this Guide, and will be

available to answer any questions. Staff members of the Office of Academic Affairs will be available for the duration of the review to assist in answering questions and providing support as necessary.

V. EXTERNAL REVIEW

The program review process includes a review by a team of external evaluators. The External Evaluator serves as an independent consultant to bring a fresh perspective to the program review process. This perspective will provide the College with valuable input concerning the status of each program. The Guidelines for External Reviewers are sent to all external reviewers with their appointment letter from the Associate Dean for Curriculum Development. These guidelines describe the topics and questions to be addressed by the external review team and are available to the Program Review Committee on the College website.

Organizing the external review team:

- A team of two to three external reviewers should be used. According to SUNY Guidelines, "external review teams should consist of not less than two (2) persons who have no academic, professional or other significant relationship to full-time faculty in the program/department, no previous significant or formal affiliation with the institution, and who come from academic or professional institutions."
- The committee recommends reviewers to Associate Dean for Curriculum Development who approves the candidates and sends appointment letters.
- The committee arranges the dates and the agenda for the on-site visit after consultation with Associate Dean for Curriculum Development.
- The committee chair sends copy of the review, background materials regarding program and curriculum and Guidelines for External Reviewers to external review team members.
- External review team conducts site visit including visits to classes as well as meetings with students, faculty, and administration.
- Evaluators meet with Associate Dean for Curriculum Development for exit interview at conclusion of site visit.
- Evaluators submit Final Report to Associate Dean for Curriculum Development, who forwards copies to the department head and program chair.

VI. Timeline

April/May: Chair and committee members are appointed for Program Reviews to be completed in the next school year.

September: Chair convenes the committee for its initial meeting. A schedule of meetings and activities is constructed. (*If additional assessment activities are planned, the committee should take care to build in time for the Office of Planning and Institutional Effectiveness to perform to perform analyses and provide reports.)*

September 1 –March 1: The Program Review Committee conducts the review process and prepares the initial draft of the report for submission to the appropriate deans and to the Associate Dean for Curriculum Development.

February: Committee recommends external reviewers to Associate Dean for Curriculum Development.

March 1: The initial draft of the report is submitted to the appropriate deans and the Associate Dean for Curriculum Development to review the report for completeness, coherence, and clarity. The deans return the review with comments/suggestions to the chair and committee by **March 15.**

March 15 – April 15: The committee completes the final draft of the program review report and submits it to the appropriate deans and the Associate Dean for Curriculum Development. Final arrangements are made for visit by External Review Team.

April 15 – early May: External Review Team visit.

May 1 – May 31: The appropriate deans review the report and, if the report is acceptable, add their comments and recommendations and forward it to the appropriate campus Executive Dean(s) and the Associate Vice President of Academic Affairs and the Vice President for Academic and Student Affairs. All reports are sent to the President of the College after being reviewed by the Vice President. (*If the report is not acceptable, it is returned to the chair and the committee for completion and resubmission by September 1.)* For their information, copies of the completed review are distributed to the chair and members of the review committee.

June: A summary of the Program Review report, with emphasis on outcomes assessment and inclusion of the major findings and recommendations, will be sent to the Office of the SUNY Provost.

VI. Monitoring and Follow-up

For all single campus Program reviews, the campus Executive Dean and Associate Academic Dean will designate an individual for each completed Program review who will be primarily responsible for following up on the report's recommendations. For multi-campus reviews, there will be one such person designated on each campus reporting through his/her respective Executive Dean or Associate Academic Dean to the Associate Dean for Curriculum Development.

October/November: An implementation plan for Program Review follow-up is developed and submitted by the above designated individual to the appropriate deans, Associate Dean for Curriculum Development, AVP for Academic Affairs and VP for Academic and Student Affairs.

March/April: An implementation progress report is submitted to the deans, Associate Dean for Curriculum Development, AVP for Academic Affairs and VP for Academic and Student Affairs.

Following October: A second implementation progress report is submitted to all of the above.