




**ACHIEVEMENT**

Achieved 0% = 

**CORE THEME**

Sustainability

**OBJECTIVE**

S.3: Southwestern delivers viable quality instruction

**INDICATOR**

S.3.1: Success Indicator 40 – Program Quality and Design

Measured by the percentage of annually scheduled instructional programs for review that are completed based on internal program review schedule

**Indicator Thresholds**

Green: 85% or greater      Yellow: Between 70% and 84%      Red: Below 70%

**Purpose and Meaning**

Measures the program viability through institutional review of instruction and program design. Program review evaluates program alignment to current industry needs and trends, program enrollments, and completions to assess the viability of the program.

**WHAT WAS ACHIEVED AND WHAT IS PLANNED FOR THE FUTURE**

A new program review report template was designed in 2013-14 for all programs in instruction and student services. This template required a common set of review data be produced going back four years. Instead of a three-year cycle, a four-year cycle was implemented. A copy of the revised report template and list of programs to be reviewed each year is attached.

Of 46 programs that are on the program review list, nine programs were scheduled to be reviewed in 2013-14. Since there were complications identifying the best set of data to use in each program review and communicate the new report template and annual schedule, faculty and staff were not given sufficient time to complete the review by the end of spring 2014. The deans will be working with the 2013-14 program review faculty at the beginning of fall 2014 to get their program reviews completed by December 2014.

Once the new schedule and timelines are fully implemented, things will be done on an academic year basis, with faculty starting the process in the fall and completing by mid-spring term. Each fall, all programs will look at their updated program data and make any needed adjustments to their goals/projects for that year and the following year, even if in the middle of their program review cycle. Project goals that require budget expenditures for the following year will then be prioritized by the deans and VPI&SS prior to budget development in winter.

In addition to the program review process being revamped, a new program viability process for academic programs was developed in 2013-14 to be piloted in Fall 2014. This process developed a 100 point scale using quantitative data to measure the health and vitality of each academic program each year. The Academic Affairs Committee of the Faculty Senate will serve as the Program Viability Committee to review the results. Any program that scores 20 or lower on the 100 point scale will be analyzed to determine the factors involved in producing a low score. The five categories used in the 100 point scale for measuring program health and vitality are program/discipline demand, program assessment, program size, program productivity, and program cost. The process for calculating the scores for each category and performing the review is attached.

It is hoped that this process will help struggling programs to become aware of issues affecting its quality and give it time to correct the deficiencies. The programs in this position would be given a year to implement changes that address the concerns. Then the data will be reviewed again the following fall to look for some progress and improvement. Programs that continue to score in this lowest category could then be subject to closure.

There will be a close connection between the program review and program viability processes. It is hoped that by faculty looking at their comprehensive program data each fall, negative trends can be identified and dealt with prior to the program scoring a 20 or lower on the program viability scale. All faculty are going to be trained to look at their program/discipline data often to determine what is happening with the key indicators before one of these processes brings it to the top of the administrative review.

## **FACTORS AFFECTING RESULTS/PROGRESS**

There was a large change in the program review process within instruction and student services in 2013-14. A new Vice President of Instruction and Student Services reviewed the process being used for program review and worked with the deans to make changes that were implemented by the end of the academic year. Because SWOCC went from a three-year review cycle to a four-year review cycle and reshuffled timing for each program review, as well as changing the program review template and data being used to analyze program success, the reports themselves did not occur by the end of the academic year. The deans will be working with Faculty in Fall 2014 to complete all of the 2013-14 program reviews by December 2014. The programs up for review in 2014-15 will start reviews before the end of Fall 2014 and will complete their reports by mid-spring term, 2015.

### **Success Indicator Changes for 2014-15 supporting NWCCU accreditation standards: 1.B.2; 4.A.1; 4.B.1; 5.B.2**

We will be looking to change the measures used for this SI in program quality and design for next year.

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#### **Planning Priorities**

**Strategic Objective 2** – Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources

**Projects – S2.12:** Offer and support employee training and credentialing including professional development opportunities for faculty and staff along with a part-time Faculty support plan.

**S2.17:** Work with faculty and staff to develop a consistent program review process and schedule for the college

**Strategic Objective3** – Southwestern delivers viable instruction

**Projects – S3.1:** Improve quality control of academic offerings through effective course and program evaluation and faculty evaluation

**S3.4:** Develop a process for evaluating the viability of academic programs at the college

#### **Unit Planning**

All of the 2013-14 program reviews will be completed by the end of the Fall 2014 term. They will have a plan in place spanning the next four years with project goals. Projects for next year will have budget requests attached to them.

#### **Budget Impact**

Budget needs will be identified each fall by all programs using their most current program review and then making updates for the following year. Budget requests and projects will be reviewed by the Deans Team for prioritization and submittal during the budget development process.

#### **Achievement Analysis**

The program review process includes a four-year data collection and analysis to evaluate achievement of student learning outcomes, compilation and analysis of a common data set, and review and update of program planned unit accomplishments. The common data

set that was developed last year will be used in reviews this year and addresses six data points aligning to Success Indicators 11, 12, 13, and 28B: FTE generated, Course offerings, program completion, billing credits, student achievement, and program enrollment data. Most programs reviewed are solid programs with enrollment trends and success rates aligned to the overall campus performance. Annual program review updates will monitor trends.

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## DATA DOCUMENTATION

### *Documentation Posted:*

Portal: Resource Center Core Themes – Objectives – Success Indicator Page:

[https://mylakerlink.socc.edu/ICS/Resource\\_Center/Core\\_Themes\\_-\\_Objectives\\_-\\_Success\\_Indicators.jnz?portlet=Handouts\\_2014-09-17T12-15-51-67](https://mylakerlink.socc.edu/ICS/Resource_Center/Core_Themes_-_Objectives_-_Success_Indicators.jnz?portlet=Handouts_2014-09-17T12-15-51-67)

Assessment Software: Success Indicator 40 Report – execute report for specified year

### *Data References:*

Program review instructional list file stored on the network located at:

\\itt\institutionalresearch\institutionaleffectiveness\succcessindicators\SI\_40\_ProgramQualityDesign

## ABOUT THE DATA

The report was prepared and coordinated by Dr. Ross Tomlin, Vice President of Instruction and Robin Bunnell, Institutional Researcher.

Contributions to the narrative were supplied by Dr. Ross Tomlin, Vice President of Instruction and Student.

## DETERMINING MEASUREMENT AND SETTING THRESHOLD LEVELS

This means of measurement was selected to establish a target for improved completion of effective program review. Historically, completion of comprehensive programs reviews was hindered by the developing nature of the program review parameters and methodologies. Template for program review coupled with a standard data set for evaluation were established and the SI #40 thresholds were set based on our projected target for completion of the scheduled comprehensive program reviews (not to exceed one program failing to complete a review) to ensure the availability of needed data and analysis to assist in the decision making necessary for program planning and budget development. The measurement and thresholds require yearly review to ensure the indicator provides meaningful and applicable data to be used in decision making, specifically for planning and budget development.

### Requirements

NWCCU Accreditation; Program Accreditation; Program Review.

For more detailed information, contact the Institutional Research office - [ir@socc.edu](mailto:ir@socc.edu)

## Program Review Schedule

### SWOCC Program Review Schedule - 2013-2017

#### 2013-14

Business/Accounting

Criminal Justice

Fire Science

#### 2015-16

Welding

Allied Health - Phlebotomy, Pharm. Tech

EST - Paramedic, EMT

Reading	Anthropology/Sociology
Art	PE/Health
Music/Music Performance	Foreign Language (German, Spanish, ASL)
Writing	Family Center
Community Education	Speech
Workforce Development	Pre-Engineering
	History
	Political Science
	Psychology
	Curry Campus
	Enrollment Management
	Educational Support Services

**2014-15**

Childhood Education and Family Studies

Allied Health - MA/Nursing/CNA2

Math/Math Learning Lab

Science/General Science

Online/eLearning

Transitional Education ABE/GED/ESL

HD

Perkins

Tutoring/Writing Lab/Testing

Library

**2016-17**

Office Administration

Computer Information Systems/CS

Philosophy

\*Forestry/Natural Resources

Literature

OCCI Baking and Pastry/Culinary Arts

\*Digital Design

Employment Support

Small Business Development Center

Student First Stop

Trio

ECE grants

\* new program as of 14/15

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