COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 3202

Title: **Instructional Program Review**

Date Adopted: May 3, 2017
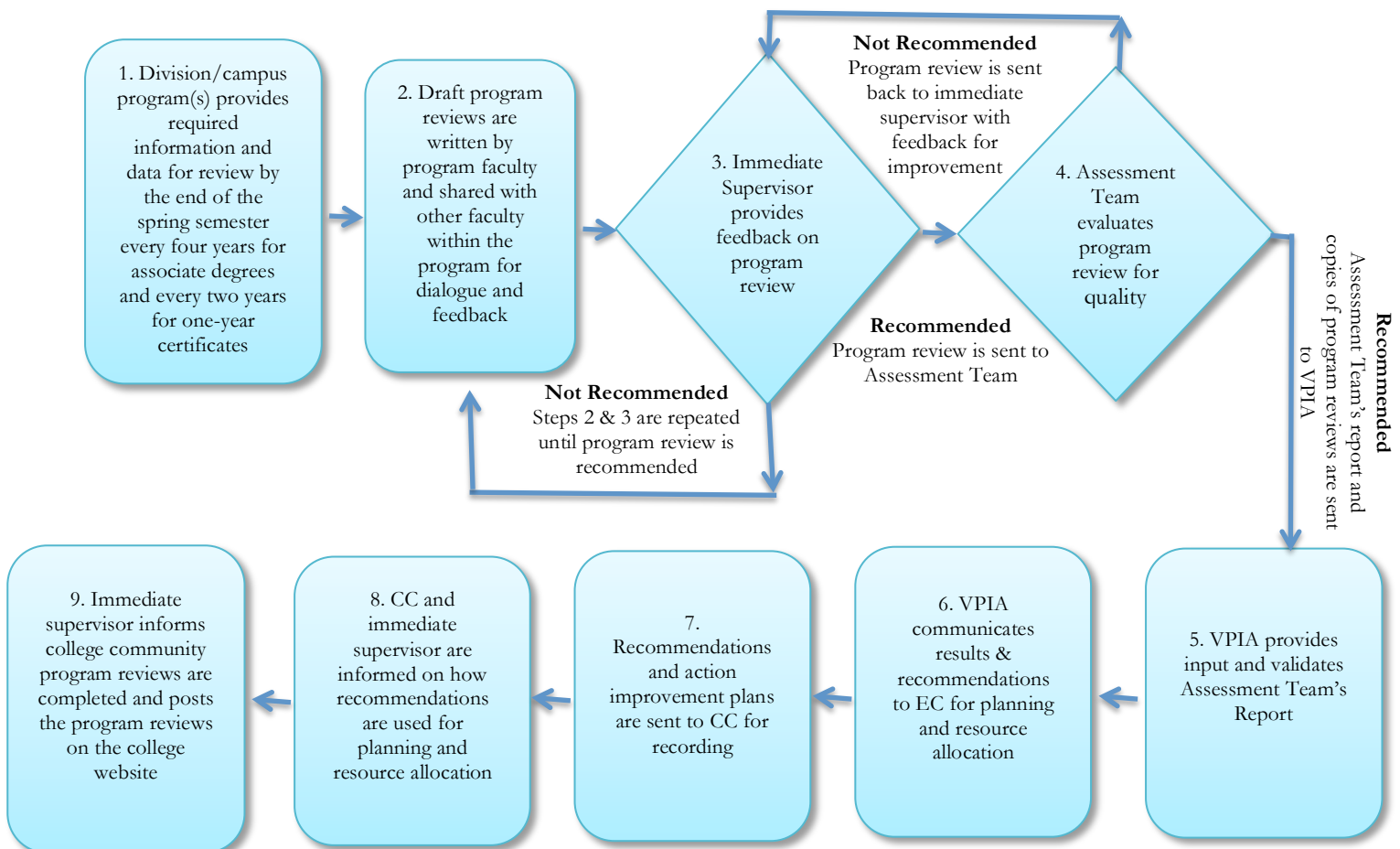
Date Revised:

Date Reviewed:

How to Complete an Instructional Program Review

Instructional program review is completed every **four years for two-year degree programs and every two years for one-year certificates**. Instructional program review includes student learning outcome assessment data, student achievement data and program viability data **for the review period**. The process is outlined below:

The Pathway for Instructional Program Review

1. Division/campus program(s) provides required information and data for review by the end of the spring semester every four years for associate degrees and every two years for one-year certificates

2. Draft program reviews are written by program faculty and shared with other faculty within the program for dialogue and feedback

3. Immediate Supervisor provides feedback on program review

Not Recommended
Steps 2 & 3 are repeated until program review is recommended

Not Recommended
Program review is sent back to immediate supervisor with feedback for improvement

Recommended
Program review is sent to Assessment Team

4. Assessment Team evaluates program review for quality

Recommended
Assessment Team's report and copies of program reviews are sent to VPIA

5. VPIA provides input and validates Assessment Team's Report

6. VPIA communicates results & recommendations to EC for planning and resource allocation

7. Recommendations and action improvement plans are sent to CC for recording

8. CC and immediate supervisor are informed on how recommendations are used for planning and resource allocation

9. Immediate supervisor informs college community program reviews are completed and posts the program reviews on the college website

Instructional program review is a part of the institution's overall planning and assessment processes. Program faculty and the state campus instructional coordinators are to oversee the review of a program according to its goals and learning outcomes as they relate to the college mission. The program review is completed every **four** years **for two-year degree programs and every two years for one-year certificates**. [Policy approved by the BOR on:_]

Follow the procedures below:

1. The division/campus program(s) provides required information and data for review by the end of the spring semester every four years for associate degrees and by the end of the spring semester every two years for one-year certificates
    a. *Program goals.* The program goals are broad statements concerning knowledge, skills, or values that the college expects the graduating students to achieve.
    b. *Program history.* This section describes the history of the program. This history includes the date and reason of implementation, significant milestones in the development of the program, and significant current activities.
    c. *Program description.* The program description describes the program, including its organization, relationship to other programs in the system, program design, degree(s) offered, and other significant features of the program, such as elements/resources for forward-looking new program contributions to the state's economy, or specialized program accreditation.
    d. *Program admission requirements.* This section describes the requirements for admission into the program and other requisites.
    e. *Program certificate/degree requirements.* This section specifies the requirements for obtaining a certificate/degree in the program, including specific courses, credits, internships, practical, etc.
    f. *Program courses and enrollment.* This section lists courses offered in the program, including number of sections, course enrollment, section fill rates, and repetition of courses across the institution.
    g. *Program faculty.* This section reports the faculty of the program, including full-time and part-time faculty. The degrees held and rank are provided for the full-time and part-time faculty.
    h. *Program indicators.* This section provides the data for analyzing the extent to which the program has achieved the established outcomes and criteria. This is the **most important** part of the program review. The data that will be collected and evaluated are the following:
        -   Assessment of course student learning outcomes of program courses (TracDat reports)
        -   Assessment of program student learning outcomes (TracDat reports)
        -   Program enrollment – historical enrollment patterns, student credits by major
        -   Average class size
        -   Course completion rate

> *Hint*
> Faculty complete course level assessment of student learning outcomes each semester and program level student learning outcome assessment each year. Plans and reports are kept on TracDat.

> *Hint:*
> Trend data for all programs is found on the OIE website.

- Student retention rate – (fall to fall for 2-year programs; fall to spring for 1-year programs)
- Graduation rate – based on yearly numbers.
- Students seat cost
- Cost of duplicate or redundant courses/programs/services
- Revenue generated by program – tuition (program allocated), grant income.
- Students' satisfaction rate
- Alumni data
- Employment data and employer feedback (employer survey)
- Program added or cancelled at nearby regional institutions (PCC, GCC, Hawaii schools, UOG, CMI, NMC).
- Transfer rate

> *Hint:*
> Calculate tuition generated by taking credits by major for the assessment years x tuition

    i. *Analysis.*

- Findings – This section provides discussion of information discovered as a result of the evaluation such as problems or concerns with the program and what part of the program is working well and meeting expectation.
- Recommendations – This section provides recommendations from the program review on what to do to improve or enhance the quality of program and course learning outcomes as well as program goals and objectives. This section should also include suggestions that describe how the program might be able to create opportunities for a better program in the future. Some examples are exploring alternate delivery mechanisms, forming external partnerships, or realigning with other programs.

2. Draft program reviews are shared with program faculty for dialogue and input.
3. The immediate supervisor evaluates the program review with a checklist and provides feedback.
   a. If the program review is not complete or needs information clarified and is not recommended by the immediate supervisor it is returned to the authors.
   b. If the immediate supervisor recommends the program review it is then forwarded to the Assessment Team.
4. The Assessment Team evaluates the program review.
   a. If the Assessment Team does not endorse the program review it is returned to the immediate supervisor with feedback for improvement.
   b. If the program review is of good quality, the Assessment Team compiles a summary report and sends it along with a copy of the program review to the VPIA.
5. The VPIA provides input and validates the Assessment Team's report.
6. The VPIA communicates results & recommendations to EC for planning and resource allocation.
7. The VPIA sends the recommendations made in the program review to the Curriculum Committee where recommendations for improvement are to be noted in CC minutes. These recommendations are to be used for improvement, planning and resource allocation.
8. CC and immediate supervisor are informed of the results of the planning and resource allocation, which is finalized during the budget process in the fall semester.
9. The immediate supervisor informs college community when program reviews are completed and posts the program review documents on the college website: http://wiki.comfsm.fm/Academic_Programs.

Checklist for program review

_____ Program goals _____ Program history

_____ Program description _____ Program admission requirements

_____ Program certificate/degree
requirements _____ Program courses and enrollment

_____ Program faculty _____ Program indicators (15 indicators)

_____ Analysis _____ Findings

_____ Recommendations _____ Program review shared with program
faculty

_____ CC review of recommendations