

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

Name of Program:

Name of Instructor(s) completing review form:

Beginning Date of Program:
(If less than three (3) years)

Division Chair:

Division:

Semester Reviewed:

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

PROGRAM DESCRIPTION & MARKETING

To be completed by:

- Communications Specialist – Jill Seigmund, jseigmund@fvcc.edu, 756-3834
- Program Director

1. Catalog description: Please review the program description pasted below from the current academic catalog. Make any necessary edits. (Program Director)

2. Marketing description: Please review the draft marketing description and make any necessary edits. (Communications Specialist & Program Director)

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

ASSESSMENT OF STUDENT LEARNING OUTCOMES

To be completed by:

- Program Director

PROGRAM OUTCOMES*	ASSESSMENT MEASURE(S)	COURSE NUMBERS WHERE OUTCOMES MEASURED

*Should match program outcomes listed in catalog

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

5-YEAR VISION

To be completed by:

- Program Director

1. Where have we been? Please take a moment to consider the program holistically. Reflect on any recommendations from previous reviews (see the program review folder on the G drive at: G:\EducationalServices\Employees\PROGRAM REVIEW).
2. Where should we go? What is the future direction of this program? Please offer areas for potential growth or change in the next 5-years. This could include new course development, instructional methods, recruitment efforts, etc.

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

CURRICULUM INFORMATION

To be completed by:

- Academic Affairs

Course #	Course Title	Related Instruction	Semester offered	Pre-requisites	Date and nature of last course profile revision	Is course profile on file and complete?	Is a syllabus on file?	Does profile match the current catalog?

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

ASSESSMENT OF RELATED INSTRUCTION LEARNING OUTCOMES

To be completed by:

- Program Director

The information on this page will help us understand how your program incorporates the three Related Instruction learning outcomes (Communication, Quantitative Literacy, and Interactions).

RELATED INSTRUCTION CATEGORY	LEARNING OUTCOME Students will be able to . . .	COURSE NUMBERS WHERE OUTCOMES MEASURED
Communication	express, interpret, or modify ideas to communicate effectively	
Quantitative Literacy	understand and apply quantitative concepts and reasoning using numerical data	
Interactions	collaborate effectively with others in complicated, dynamic, and/or ambiguous situations	

1. Please explain any concerns with addressing Related Instruction requirements in your program.

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

COURSE SCHEDULING AND CONTENT

To be completed by:

- Program Director
- Academic Affairs

1. Are required courses scheduled in appropriate sequence to permit students to complete the program in 2 years or less? Describe the rationale upon which the sequence is based. (Program Director and Academic Affairs)
2. Are classes offered at appropriate times? Are there any student complaints regarding the schedule of classes? (Program Director and Academic Affairs)
3. Do program courses complement or assist other college programs? Explain any need to coordinate course content. (Program Director and Academic Affairs)
4. Would the program benefit from increased offerings at the Lincoln County Campus? Explain any need or methods used to coordinate with LCC. (Program Director and Academic Affairs)
5. What is the role of online learning in the program? (Program Director and Academic Affairs)

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

PROGRAM ACCREDITATION

To be completed by:

- Program Director (if applicable)

1. Is the program subject to accreditation by state, regional, or national accrediting agencies?

_____ yes (please respond to questions 2 and 3)

_____ no (provide any explanation necessary)

2. What is the program's accreditation status?

Accrediting agency (or agencies): _____

Types of accreditation: _____

Length: _____ Date of visit: _____

3. Indicate recommendations of the most recent accreditation evaluation of the program and corrective actions taken or planned:

Recommendation

Action

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

COURSE ENROLLMENTS

To be completed by:

- Institutional Research
- Program Director

3 YEAR COURSE ENROLLMENT DATA (Academic Affairs)

Course	Title	FTE Credits	Third Week Students	Student Credit Hours	FTE
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1. Analyze the enrollment trends of the last three years. (Program Director)

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

FACULTY SUMMARY

To be completed by:

- Program Director
- Academic Affairs - Melanie Settle, msettle@fvcc.edu, 756-3809

1. Supply the information requested below for all full-time and part-time faculty. (Academic Affairs)

Name	Status (FT/PT)	Initial Semester	Course(s) taught

2. Are qualified faculty available to support current and future program needs? (Program Director)

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

FACULTY/STAFF DEVELOPMENT

To be completed by:

- Program Director
1. Have faculty members in this department routinely participated in professional development activities? List professional development activities during the last three years.

 2. Are there areas of unmet professional development needs among faculty in this department? If so, list those areas.

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

PERSONNEL & SUPPORT SUMMARY

To be completed by:

- Program Director

1. Are additional support staff required to support this program? Explain.
2. Discuss the adequacy of administrative support (i.e. Academic Affairs, Division Chair, Vice President, other offices).
3. Does the program receive adequate support from support areas (i.e., Media Center, Bookstore, Writing and/or Math Labs, etc.)?

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

FACILITIES AND EQUIPMENT

To be completed by:

- Program Director

1. Are available general use facilities, such as classrooms, labs, and faculty office/work space adequate to support the program?

_____ yes

_____ no, please explain:

2. Is available equipment adequate to support instruction in the program?

_____ yes

_____ no, please explain:

3. Is available equipment up-to-date and does it reflect equipment used in the field of study?

_____ yes

_____ no, please explain:

4. Is the program funding adequate to meet department needs? (Program Director)

_____ Yes

_____ No, please explain:

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

BUDGET AND EXPENDITURES

To be completed by:

- Program Director
- Chief Financial Officer – Beckie Christiaens, rchristiaens@fvcc.edu, 756-3808

1. Indicate expenditures in recent years. (Chief Financial Officer)

See attached spreadsheet.

2. Is the program funding adequate to meet program needs? (Program Director)

_____ Yes

_____ No, please explain:

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

NEEDS ASSESSMENT/ADVISORY COMMITTEE

To be completed by:

- Institutional Research
- Program Director

1. Is there a demonstrated need for the program and/or a viable market for program graduates and certificate recipients? Please explain, providing as much corroborative information as possible (local, regional, and national perspective and opportunities). (Institutional Research)

2. Does the program have an active advisory committee? Explain. (Program Director)

Attach advisory member/company list including meeting minutes.

3. Dates of the three most recent advisory committee meetings: (Program Director)

4. Does the advisory committee provide valuable input and perform helpful services? Explain. (Program Director)

5. Cite some of the ways in which the advisory committee has made an impact on the program and/or decisions related to it. (Program Director)

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

STUDENT COMPLETION/EMPLOYMENT OUTCOMES

To be completed by:

- Institutional Research
- Program Director

1. Indicate recent program completion rates: 1) number of graduates over a 3-year period, and 2) ratio of graduates to students. (Institutional Research)

2. Discuss program completion rates. (Program Director)

FVCC CAREER AND TECHNICAL PROGRAM REVIEW

PROGRAM STRENGTHS/WEAKNESSES

To be completed by:

- Program Director
1. List and comment on the major strengths of the Program.

 2. List and comment on the major weaknesses or needs for improvement of the program.

 3. List recommendations and plans for continued improvement in student learning and the program.

PROGRAM REVIEW COMMITTEE RECOMMENDATIONS

Recommendations for the Program:

- _____ Continue with no recommendations
- _____ Continue with minor recommendations (see comments)
- _____ Continue with major recommendations (see comments)
- _____ Intervention required (see comments)
- _____ Discontinue

Comments:

Follow-up Dates:

CURRICULUM COMMITTEE RECOMMENDATIONS

Recommendations for the Program:

- _____ Continue with no recommendations
- _____ Continue with minor recommendations (see comments)
- _____ Continue with major recommendations (see comments)
- _____ Intervention required (see comments)
- _____ Discontinue

Comments:

Follow-up Dates:

VICE PRESIDENT REVIEW

Recommendations for the program:

- _____ Continue with no recommendations
- _____ Continue with minor recommendations (see comments)
- _____ Continue with major recommendations (see comments)
- _____ Intervention required (see comments)
- _____ Discontinue

Comments:

Follow-up Dates:

SIGNATURES:

Division Chair _____ Date _____

Vice President _____ Date _____