

## FVCC TRANSFER CURRICULUM REVIEW

Name of Transfer Area:

Name of Instructor(s) completing review form:

Division:

Division Chair:

Semester Reviewed:

## FVCC TRANSFER CURRICULUM REVIEW

For the purpose of the instructional review process, a program is defined as an organized sequence of courses leading to a defined objective, a degree, certificate, diploma, a license, or transfer to another institution of higher education.

The goal of program review is to continue to improve the program by answering these general questions:

- What are we trying to do?
- How well are we doing it?
- What is our realistic vision of a truly outstanding program?
- What do we need to do to achieve that vision?

The program review process is an opportunity for faculty to actively participate in the growth of their own programs and the growth of the college as a whole. This process should help you build on what you are already doing, help you address problems, and enhance student learning. It will also help us articulate the role of this program in supporting FVCC's mission and core themes.

Mission: Flathead Valley Community College promotes excellence in lifelong learning, focusing on student success and community needs.

Core Themes: **Transfer Preparation**, Workforce Preparation, Developmental Education, Community Education

Transfer Preparation Objectives:

1. Students are offered relevant curriculum applicable to post-FVCC educational goals.
2. Students receive high quality instruction that prepares them for success at the baccalaureate level.
3. Students are provided with the support necessary to maximize their educational time investments.
4. Students are provided with opportunities that bridge educational institutions.

## FVCC TRANSFER CURRICULUM REVIEW

### TRANSFER AREA DESCRIPTION & MARKETING

To be completed by:

- Faculty member

1. Please review the website linked below and note any updates or edits. (Faculty member)

Updates/Edits:

FVCC TRANSFER CURRICULUM REVIEW

CURRICULUM INFORMATION

To be completed by:

- Academic Affairs

Course # (include Gen Ed designator)	Course Title	Is a syllabus on file?	Transfer as equivalent? (if no, see question below)

For any courses that are specific to FVCC, do they transfer as equivalent?

If so, list the equivalent courses.

## FVCC TRANSFER CURRICULUM REVIEW

### CURRICULUM SUMMARY

To be completed by:

- Faculty
- Advising Liaison
- Academic Affairs

1. Are transfer articulation agreements or course equivalency agreements current and on file in the Vice President's office? Please describe the process for regular review of such agreements. (Faculty and Advising Liaison)
2. Are there any informal transfer or course equivalency agreements that need to be formalized? (Faculty and Advising Liaison)
3. Are classes offered at appropriate times and semesters? Are there requests for alternate scheduling of classes? (Academic Affairs and Faculty)
4. Do courses complement or assist other college programs? (Academic Affairs and Faculty)

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COURSE ENROLLMENTS

To be completed by:

- Institutional Research
- Faculty

3 YEAR COURSE ENROLLMENT DATA (Institutional Research)

Course	Title	FTE Credits	Third Week Students	Student Credit Hours	FTE	Instructor
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1. Provide any comments on course enrollments below. (Faculty)

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FACULTY SUMMARY

To be completed by:

- Faculty
- Academic Affairs - Melanie Settle, [msettle@fvcc.edu](mailto: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? (Faculty)

## FVCC TRANSFER CURRICULUM REVIEW

### FACULTY/STAFF DEVELOPMENT

To be completed by:

- Faculty
1. Have faculty members in this program 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 program? If so, list those areas.



## FVCC TRANSFER CURRICULUM REVIEW

### PERSONNEL & SUPPORT SUMMARY

To be completed by:

- Faculty

1. Are additional support staff required to support the 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.)?

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FACILITIES AND EQUIPMENT

To be completed by:

- Faculty

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:

## FVCC TRANSFER CURRICULUM REVIEW

### STRENGTHS/WEAKNESSES/RECOMMENDATIONS

To be completed by:

- Faculty

1. List and comment on the major strengths of this transfer area.
2. List and comment on the major weaknesses or needs for improvement of this transfer area.
3. List recommendations and plans for improving student learning in this transfer area.

FVCC TRANSFER CURRICULUM REVIEW

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:

FVCC TRANSFER CURRICULUM REVIEW

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 \_\_\_\_\_