

## **Academic Program Review Process**

The program review process is an important opportunity for faculty to actively participate in the growth of their own programs and the growth of the college as a whole. The review process helps to address issues and enhance student learning by making recommendations for improvement. It also helps us evaluate the role of our programs in supporting FVCC's mission and objectives.

Program level learning outcomes state what students should be able to do upon successful completion of academic programs. Career and technical programs (AAS Degrees and Certificates) have specific program level learning outcomes listed in the FVCC academic catalog. In addition to completion of course requirements as outlined for the specific AAS or Certificate program, career and technical students complete related instruction requirements, which are built into the program listings. The program level learning outcomes for transfer curricula (AA and AS) are identical to the general education learning outcomes, as these are general transfer degrees and do not designate a specific course of study (see the general education assessment section).

Academic programs are reviewed on a five-year cycle by a Program Review Committee comprised of at least eight members, including one faculty member from each of the five academic divisions. The Dean of Student Affairs, Director of Academic Affairs, and the Coordinator of Academic Affairs serve on the committee as ex-officio members. Faculty Senate appoints the faculty committee members, subject to approval by the Vice President of Academic and Student Affairs. Faculty committee members serve three-year terms, and membership is staggered to ensure continuity among returning and new members. The Director of Academic Affairs serves as Program Review Committee chair.

Each spring, the program review schedule for the upcoming academic year is revisited and modified, if necessary, so that programs are reviewed in an appropriate timeframe. Division Chairs and instructors of those programs scheduled for review in the upcoming academic year are notified the semester prior to their review. Program review forms are available at G:\EducationalServices\Employees\PROGRAM REVIEW.

The Program Review Committee evaluates the completed review forms and holds a meeting with the program director to discuss the review. The committee makes recommendations to the program director, submits a review summary to the Vice President of Academic and Student Affairs and the Curriculum Committee, and sets dates to follow-up on any action items. After reviewing the summary of recommendations, the Director of Academic Affairs holds a meeting with the program director, the Vice President, and other relevant faculty or staff to follow-up on the recommendations of the committee.

Proposals for new programs to be considered for adoption at FVCC are first discussed with the Vice President of Academic and Student Affairs, who takes the proposal to Executive Staff. If the proposed program is deemed viable for consideration, the Vice President shares the proposal with academic Division Chairs, and the program developer assembles an advisory committee to get feedback on the proposed curriculum. The proposal is then reviewed by the Program Review Committee. The chair of the Program Review Committee provides a summary with a recommendation to Faculty Senate for discussion. The Program Review Committee chair then forwards the packet and recommendations to the Vice President of Academic and Student Affairs, who presents it to the Executive Staff. Executive Staff determines whether or not the program is in alignment with college goals and if the college has financial resources to commit to the program. If approved by Executive Staff, the Vice President takes

the proposal to Curriculum Committee for review and approval of the curriculum. The Vice President then presents the proposal to the Board of Trustees for approval. All new programs are presented to the Montana Board of Regents, NWCCU, and the Department of Education for final approval before inclusion in the FVCC academic catalog. Forms for new program proposals is available at G:\EducationalServices\Employees\PROGRAM REVIEW\Templates.