SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3620

SUBJECT: Policy Regarding Program Review

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 10, *Policy Regarding Program Review*

ORIGINATION: October 8, 2001

EFFECTIVE: May 16, 2019

REVIEWED: March 2023

SECTION 1.   PURPOSE

1.1   To delineate the responsibilities of Southern West Virginia Community and Technical College and its Board of Governors in the review of existing academic programs.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   The Board of Governors of Southern West Virginia Community and Technical College has the responsibility to review at least every five years all programs offered at Southern West Virginia Community and Technical College (the "College") and in the review to address the viability, adequacy, necessity, and consistency with the mission of the programs to the institutional strategic plan and the education and workforce needs of the responsibility district. Additionally, the Board of Governors (the "BOG"), as part of the review, is to require the College to conduct periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience. West Virginia Council for Community and Technical College Education (the Council) has the responsibility for the review of academic degree programs, including the use of institutional missions as a template to assure the appropriateness of existing programs and the authority to implement needed changes.

SECTION 3.   DEFINITIONS

3.1   Program – Discipline-specific curriculum comprising a specialty area or entire course of study within a postsecondary credential (certificate or degree).

3.2   Viability – Assessment of the success or usefulness of the program, which is tested by an analysis of unit cost factors sustaining a critical mass and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, the College shall assess the program's past ability and prospects to attract students and sustain a viable, cost-effective program.

3.3   Adequacy – Assessment of the quality of the program. The College shall evaluate the preparation and performance of the faculty and students and the adequacy of facilities. A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by specialized accrediting or approving agencies recognized by the Federal Government or the Council for Higher Education Accreditation.

3.4   Necessity – Assessment of the need for the program. The dimensions of necessity include whether the program is necessary for the College's service region and whether the program is needed by society (as indicated by current employment opportunities, evidence of future needs, and rate of placement of the programs' graduates). The assessment also shall address whether the needs of West Virginia justify the duplication of programs in several geographic service regions.

3.5   Consistency with the Mission - The program shall be a component of and appropriately contribute to the fulfillment of the institutional and system missions. The review shall indicate the centrality of the program to the College, explain how the program complements other programs offered and state how the program draws upon or supports other programs. The review shall also address the institutional aspects of the program and the effects (positive or negative) that discontinuance of the program might have on the College's ability to accomplish its mission.

SECTION 4.   POLICY

4.1   The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at the College. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, approximately 20 percent of all programs will be selected for review each year. The process must allow for early identification of programs that need particular scrutiny to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal institutional planning efforts.

4.2   The purpose of the reviews is to conduct an in-depth evaluation of the viability, adequacy, and necessity of each academic program, consistent with the mission of the College. The College may use comprehensive institutional self-studies conducted in compliance with accreditation or institutional processes and completed within the previous 60 months to provide the baseline data for the review, with any necessary updating of factual information or interim reports to the accrediting body. Individual programs that are accredited by specialized accrediting or approving agencies recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process concerning adequacy.

4.3   If the College has not completed a self-study of a program in the past 60 months, then the program will complete a Program Review Summary Report.

4.4   The review shall include information obtained from students currently enrolled in the program, graduates of the program, and employers of graduates of the program. The Program Review Summary Report shall contain the following information:

    4.4.1   Program title and degree;

    4.4.2   Year of the last review;

    4.4.3   Documentation of continuing need;

4.4.4 Assessment information related to expected student learning outcomes and the achievement of the program objectives;

4.4.5 Plans to improve the quality and productivity of the program; and

4.4.6 Five-year trend data on enrollment and degrees awarded.

4.5 The Council or the BOG may request at any time that the College conduct special program reviews for a given purpose. The College will develop formal strategies for conducting such reviews consistent with the purpose of the review.

4.6 Program Review Process: The program review process shall be a collaborative objective and include faculty, students, and administrators. Institutional personnel and external consultants, at the discretion of the BOG, shall be involved in establishing the specific criteria, standards, and process of evaluation for each review and in interpreting the information resulting from the review, recognizing that the program review and criteria used therein often differ based on the type of degree or certificate awarded.

4.7 The College's academic faculty are ultimately responsible for the preparation of the self-study and a recommendation to the BOG for any action that may be necessary as a result of the self-study.

4.8 The program review process shall include the following:

4.8.1 Program faculty

4.8.2 Dean of the Division

4.8.3 Director of Accreditation and Assessment

4.8.4 The Academic and Student Affairs Council (ASAC)

4.8.5 President's Cabinet

4.8.6 Board of Governors

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The College will draft, in accordance with the Board of Governors guidelines, either self-study or the Program Review Summary Report. The BOG will then submit annually by May 31 to the Chancellor for review by the Council a report of the results for each program reviewed.

7.2 THE DIVISION (CONSISTING OF THE DEAN, DIRECTOR, AND FACULTY):

    7.2.1   Is responsible for the preparation of the self-study or the Program Review Summary Report to be presented to the BOG. The Dean is ultimately responsible for presenting the program review findings and recommendations to the appropriate committees and ensuring that all information in the self-study or Program Review Summary Report is accurate and correct.

    7.2.2   Drafts either self-study or the Program Review Summary Report.

    7.2.3   Provides a summary of the observations, evaluation, and recommendations for each program reviewed, including concerns about and achievements associated with the program.

    7.2.4   Develops a recommendation for each program reviewed to be considered by the BOG, which, at a minimum, shall include a recommendation to continue or discontinue each program.

    7.2.5   If recommending continuation, will state whether the College should:

        7.2.5.1 Continue the program at the current level of activity, with or without specific action;

        7.2.5.2 Continue the program at a modified level of activity (e.g., reducing the range of optional tracks) or other corrective action;

        7.2.5.3 Identify the program for further development; or

        7.2.5.4 Develop a cooperative program with another institution or share courses, facilities, faculty, and the like.

    7.2.6   If recommending discontinuation:

        7.2.6.1 Provide the reason for the proposed action (e.g., lack of enrollment, high cost, no workforce needs, etc.), a proposed plan for assigning the positions and workload of the faculty who are involved in the program, the impact on students who are already enrolled, and the proposed teach-out plan(s) for those affected students;

        7.2.6.2 Describe any recommended plans to transfer students, library holdings, equipment, etc., to another institution, if necessary; and

        7.2.6.3 Provide any financial savings that would accrue to the College as a result of discontinuing the program.

    7.2.7   Sends the completed self-study or Program Review Summary Report to the Director of Accreditation and Assessment for review.

    7.2.8   Completes the Institutional Recommendation Form and submits it to the Chief Academic Officer or his or her designee.

7.3 THE DIRECTOR OF ACCREDITATION AND ASSESSMENT (DAA):

    7.3.1   Reviews the self-study or Program Review Summary Report for accuracy and returns it to the Division for corrections if it contains grammatical, factual, or formatting errors.

7.3.2   Maintains an electronic database and other support accessible to the Division as necessary to complete the program review process.

7.3.3   Ensures compliance with this policy and any other guidelines applicable to the program review process.

7.3.4   Forwards the self-study or Program Review Summary Report to the Chief Academic Officer for review.

7.4   THE CHIEF ACADEMIC OFFICER:

7.4.1   Designates the programs, constituting approximately 20 percent of all programs, to be reviewed during a given year.

7.4.2   Submits to the Academic and Student Affairs Council (ASAC) the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval, and a documented statement regarding program consistency with mission, viability, and necessity for programs deemed to have met the minimum requirements concerning adequacy by special accreditation or approval.

7.4.3   Oversees the compilation each year of any self-study that the President or the President's designee will present to the BOG.

7.4.4   Oversees compilation each year of the Program Review Summary Report to be provided to the Council by the BOG.

7.4.5   Ensures compliance with this policy, the College's policy regarding program review, and any guidelines applicable to the program review process.

7.5   THE ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC):

7.5.1   Receives and reviews recommendations from the Director of Accreditation and Assessment and/or the Chief Academic Officer.

7.5.2   Recommends that the self-study or Program Review Summary Report go to the President's Cabinet for review.

7.5.3   May request, if necessary, additional information from the Chief Academic Officer and/or the Director of Accreditation and Assessment.

7.5.4   May recommend, if necessary, proposed amendments to a program review's recommendation prior to submission to the President's Cabinet. The Dean, Director of Accreditation and Assessment and the Chief Academic Officer will be notified when such changes occur prior to receipt by the President's Cabinet.

7.6   THE PRESIDENT'S CABINET:

7.6.1   Receives recommendations from the Academic and Student Affairs Council regarding the self-study or Program Review Summary Report.

7.6.2   May request, if necessary, additional information from the parties involved.

7.6.3 May recommend, if necessary, proposed amendments to a program review's recommendation prior to submission to the BOG. The Dean, the Director of Accreditation and Assessment, the Chief Academic Officer, and ASAC will be notified when such changes occur prior to recommendation to the BOG.

7.6.4 Recommends that the self-study or Program Review Summary Report go to the BOG for review.

7.7 THE BOARD OF GOVERNORS *(Pursuant to W. Va. Code § 18B-2A-4(g), the BOG shall review all academic programs offered at the College every five years.)*

7.7.1 Designates which programs the College must review in a given year.

7.7.2 Receives a report from the President or the President's designee on the results and recommendations stemming from the program review and approve the same or request the College conduct an additional review of any program discussed in the report.

7.7.3 Directs continuance of a program on a provisional basis and requests reports from the Division on the status of the program.

7.7.4 Directs the College to conduct periodic studies of its graduates and their employers to determine placement patterns and the effectiveness of the education experience.

7.7.5 Submits the self-study or Program Review Summary Report, as appropriate, to the Chancellor.

7.8 APPEAL OF FINAL RECOMMENDATION:

7.8.1 Any disagreement between a final recommendation of the Academic Dean and the recommendation of the academic unit may be appealed to the Chief Academic Officer.

SECTION 8.   CANCELLATION

8.1   None.

SECTION 9.   REVIEW STATEMENT

9.1   This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

_____
Board of Governors Chair   Date

_____
President   Date

Attachments: None.

Distribution: Board of Governors (12 members)
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Revision Notes: February 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities or titles.

November 2018 - Revisions reflect the removal of date-specific requirements and updated the program review process to reflect the current organizational structure. The Council practice does not expect said conditions. The Council directs the program review requirements.

March 2023 - Revisions reflect the updating of titles to reflect the current organization structure and delineate the specific responsibilities of each entity.