

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP – 3.17

TITLE: ACADEMIC PROGRAM REVIEW

SECTION 1: GENERAL

- 1.1 Scope: This policy delineates the responsibilities of the College regarding the continuous, cyclical evaluation of academic programs in order to assure that all Eastern academic programs (degree and certificate) are of the highest possible quality. All programs will engage in a formal review process designed to assess and enhance program effectiveness. The review will address the viability, adequacy, necessity, compatibility with district workforce and educational needs as well as consistency with the mission of the college and strategic plan. All programs will be reviewed through the five year review process congruent with components identified in Series 11 and processes outlined in Eastern’s Academic Assessment Plan.
- 1.2 Authority: W. Va. Code 18B-1-6, 18B-2A-4; Series 10, Policy Regarding Program Review; Series 11, Submission of Proposals for New Academic Programs and the Discontinuance of Existing Programs; and BP 3.3, Submission of Proposals for New Academic Programs.
- 1.3 Effective Date: June 22, 2005
- 1.4 Repeal of Former Rule: Revises and replaces Series 11 of Title 131 dated October 20, 1993.

SECTION 2: DEFINITIONS

- 2.1 Adequacy: The College shall assess the quality of the program. A valuable (but not sole) criterion for determining the program’s adequacy is accreditation by a specialized accrediting or approving agency recognized by the Federal Government or the Council for Higher Education Accreditation. The institution shall evaluate the preparation and performance of faculty and students, and the adequacy of facilities.

- 2.2 Consistency with Mission.: The program shall be a component of, and appropriately contribute to, the fulfillment of the institutional and system missions. The review should indicate the centrality of the program to the institution, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both institutional aspects of the program should be addressed. The effects (positive and negative) that discontinuance of the program might have upon the institution should be stated.
- 2.3 Necessity.: 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 need and rate of placement of the program's graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions shall also be addressed.
- 2.4 Viability.: Tested by an analysis of unit cost factors, sustaining a critical mass and relative productivity. Based on past trends in enrollment, patterns of graduates and the best predictive data available, the College shall assess the program's past ability and future prospects to attract students and sustain a viable, cost-effective program.
- 2.5 Program.: A curriculum or course of study in a discipline that leads to a certificate or degree.
- 2.6 Special Program Review.: The West Virginia Council for Community & Technical College Education or the Board of Governors may request at any time that special program reviews be conducted for a given purpose. Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.

SECTION 3: RATIONALE

The Academic Program Review Policy requires the implementation of a cyclical evaluation to ensure continuous improvement of academic programming for achieving the mission of the College as a student centered institution enhancing opportunities for student success.

Eastern, in keeping with its mission and values, has the responsibility to assess student learning, the quality of the learning environment and academic support services that enhance student learning in addition to meeting evaluation requirements set forth in Series 10. To this end, a program review process, incorporating the academic assessment plan, focuses on program effectiveness, success of student learning, currency of the program in relation to a changing labor market, adequacy, necessity, viability, and consistency with mission. The program review process also assures effective and efficient planning, budgeting and decision making.

SECTION 4: GENERAL GUIDELINES

The following general requirements have been adopted for implementing the Academic Program Review Policy. A detailed statement of procedures is presented in the Program Review Regulation and Eastern's Academic Assessment Plan.

- All programs will be scheduled and reviewed on a cyclical basis not to exceed five years. Reviews can be required more frequently through a "special program review" request.
- The College shall identify the review cycle for all programs in accordance with Series 10.
- Program review processes will incorporate the program level assessment cycle outlined in Eastern's Academic Assessment Plan.
- The program review process will incorporate a collaborative process which includes academic program directors, content and practitioner faculty, administrators, students and employers within the limits of available staff and resources.
- The review process will address components addressed in Series 10 (adequacy, necessity, viability, consistency with college mission) as well as demonstrate the link to the college vision, shared values and strategic plan.
- Program review reports and recommendations will be submitted by Eastern's Board of Governors to the West Virginia Council for Community & Technical College Education by May 15 of reporting year for the program.
- Recommendations culminating from the program review process will be incorporated in decisions regarding strategic planning, budget development and other decision-making processes.

BOARD OF GOVERNORS, CHAIR

June 22, 2005

DATE