



Program Review

Community College of Beaver County reviews curricula and services according to an established five-year schedule to strengthen and improve program offerings and college services. Faculty, staff, and administrators are active participants in the program review process, working together to identify areas of strengths and weaknesses within their respective programs or service areas. The final product of the program review process is a five-year action plan that directly informs the College’s annual planning and budgeting processes.

[Insert Name of Academic Program/Service Department]

**If this report involves the review of more than one department, degree, certificate, or diploma, please list them here.*

Approvals:

Program Review Lead

Date

Department Supervisor (Dean, Director, VP, etc.)

Date

Chair, Academic & Service Accountability Council

Date

Executive Vice President & Provost

Date

President

Date

Table of Contents

SECTION I: General Information

Program/Service Area Mission
Program/Service Area Goals and Outcomes
Goal and Outcome Links
Transfer Activity/Partnerships

SECTION II: Personnel

Full-Time Faculty List
Part-Time Faculty List
Full-Time Administration and Staff List
Part-Time Administration and Staff List

SECTION III: Curriculum/Services

Curriculum (Academic Programs)

Program Curriculum
List of Course Offerings
Innovative Practices
Program Effectiveness
Communication to Constituents

Services (Service Departments)

List of Service Offerings
Innovative Practices
Service Effectiveness
Communication to Constituents

SECTION IV: Data

Enrollment, Retention, & Graduation (Academic Programs)

Data Summary

Service Utilization (Service Departments)

Data Summary

SECTION V: Resource Allocation

Annual Budgetary Allocation
Equipment and Technology Resources
Narrative Questions

SECTION VI: Recommendations

Previous Recommendations
Current SWOT Analysis
External Evaluators' Report

SECTION VII: Action Plan

Proposed Action Plan

SECTION VIII: Appendix

Appendix A-Program Curriculum
(Academic Programs Only)
Appendix B-Innovative Practices
Appendix C-Program/Service Effectiveness
Appendix D-Enrollment, Retention, &
Graduation Report
(Academic Programs Only)
Appendix E-External Evaluators' Report

Program Review Outline and Instructions

SECTION I: General Information

Program/Service Area Mission

Include the mission of the academic program or service area under review. Unless academic or service department staff elect to update the program/service area mission, the mission from the most current version of the academic catalog should be used for academic programs and any commonly publicized mission from the academic catalog, student handbook, faculty handbook, etc., should be used for service areas.

Program/Service Area Goals and Outcomes

Include the student learning outcomes (SLOs) or service department outcomes (SDOs) for the program or service area under review as established in TracDat.

Goal and Outcome Links

In consultation with the Office of Planning, Assessment, and Improvement, create a table that links established student learning/service department outcomes to the College's strategic priorities, unit-level annual goals, general education competencies, and/or course objectives as appropriate.

Transfer Activity/Partnerships

Briefly summarize the program's/department's transfer and/or partnerships efforts. How is the program/department involved with other institutions and organizations?

SECTION II: Personnel

Full-Time Faculty List
(Tenure and Tenure Track)

Name	Rank	Department	Highest Degree/ Area of Concentration	Courses Taught Within Program

Part-Time Faculty List

Name	Rank	Department	Highest Degree/ Area of Concentration	Courses Taught Within Program

Full-Time Administration and Staff List

Name	Rank	Department	Highest Degree/ Area of Concentration	Primary Responsibilities

Part-Time Administration and Staff List

Name	Rank	Department	Highest Degree/ Area of Concentration	Primary Responsibilities

SECTION III: Curriculum/Services

CURRICULUM (Academic Programs Only)

Program Curriculum

In an appendix to the report, include the program curriculum from the most recent version of the academic catalog for each degree, certificate, or diploma associated with the academic program under review.

List of Course Offerings

Complete the following chart with the assistance of the Office of Planning, Assessment, and Improvement. Data should reflect the last three years of course offerings. The chart may be expanded as needed.

Year	Course	Credits	Last Revision Date	Course Completion % (A, B, C)	Course Non-completion % (D, F, W)

Innovative Practices

Describe how the program ensures it is using current best practices. Address how innovative, best practices have been employed within the program and how those practices benefit students. Please provide three examples. Any supporting documentation should be included in an appendix to the report.

Program Effectiveness

Create a summary of the program's outcome assessment results and actions for the last three years. Describe the assessment process used to measure program success and how assessment results are being used to influence decision making. Please provide three examples. Any supporting documentation should be included in an appendix to the report.

Communication to Constituents

Address how program mission, goals, outcomes, and course objectives are communicated to constituents? Describe access to these elements—include on campus, outreach, and web-based, as applicable.

SERVICES (Service Departments Only)

List of Service Offerings

Complete the following chart. Information should reflect the last three years of service offerings. The chart may be expanded as needed.

Year	Service	Description	Recent Process Revisions

Innovative Practices

Describe how the department ensures it is using current best practices to guide its services. Address how innovative, best practices have been employed within the department to ensure the success of services and how those practices benefit college constituents. Please provide three examples. Any supporting documentation should be included in an appendix to the report.

Service Effectiveness

Create a summary of the department’s outcome assessment results and actions for the last three years. Describe the assessment process used to measure program success and how assessment results are being used to influence decision making. Please provide three examples. Any supporting documentation should be included in an appendix to the report.

Communication to Constituents

Address how department mission, goals, outcomes, and services are communicated to constituents? Describe access to these elements and services—include on campus, outreach, and web-based, as applicable.

SECTION IV: Data

Enrollment, Retention, & Graduation Data Summary (Academic Programs Only)

In consultation with the Office of Planning, Assessment, & Improvement, provide the last three years of enrollment, retention, and graduation information for the program under review. Only fall semester cohort data should be used to complete the following table. A full enrollment, retention, and graduation report addressing the entirety of the past three years of program data should be included as an appendix to the report.

Year	Number of Students Enrolled in Program	Retention Rate of First-Time Degree Seeking Students (Fall to Fall)	Number of Graduates
Fall 20XX			
Fall 20XX			
Fall 20XX			

Column 1: Year-Include the last three falls, prior to the due date of the program review

Column 2: Enrollment-List the total number of students enrolled in any degree, diploma, or certificate associated with the program under review.

Column 3: Retention Rate- List the number of students who enrolled in the fall and were still enrolled the following fall.

Column 4: Graduates-List the total number of graduates for any degree, diploma, or certificate associated with the program under review.

Service Utilization Data Summary (Service Departments Only)

Complete the table below, identifying student/employee utilization of services as well as satisfaction with said services over the past three years.

Year (Academic, Fiscal, or Calendar)	Service	Number of Students/Employees/Others Utilizing Services	Satisfaction with Services
20XX			
20XX			
20XX			

Column 1: Year- Include the last three years, prior to the due date of the program review

Column 2: Service-Provide the name of the service

Column 3: Service Utilization-Provide the number of students/employees/others utilizing the service

Column 4: Satisfaction-Address constituent satisfaction with service

SECTION V: Resource Allocation

Annual Budgetary Allocation

In consultation with the Office of Finance and Operation, enumerate the past three years of budgetary allocations for the academic program/service area under review.

Equipment and Technology Resources

List and describe the equipment, technology, and other resources purchased for the program/service area under review.

Narrative Questions

What impact would a 5% budgetary increase or decrease have on the outcomes of the program/service department? Describe the impact of both scenarios.

SECTION VI: Recommendations

Previous Recommendations

Complete the following chart documenting all program/service area recommendations received over the last three years. Establish how recommendations were addressed, funded or not funded, and assessed or not assessed. Also, include any program/service area improvements in relation to proposed recommendations.

Year	Recommendation	Recommending Body	Resource Allocation	Assessment	Improvements

Current SWOT Analysis

In conjunction with the department supervisor (dean, director, VP, etc.), a SWOT analysis should be conducted with appropriate program/department constituents (faculty, staff, administrators, alumni, current students, external constituents) to identify the strengths, weaknesses, opportunities, and threats associated with the academic program or service department under review. Document the results of the analysis using the provided chart.

Strengths	Weaknesses	Opportunities	Threats

External Evaluators' Report

All programs/service departments must be reviewed by two external evaluators. Please provide their names, titles, and institution/organization here. The Evaluators' report should be attached as an appendix to the program review.

External Evaluator 1: Name, Title, Institution

External Evaluator 2: Name, Title, Institution

SECTION VII: Action Plan

Proposed Action Plan

Create a five-year action plan based on the findings of the current program review. Provide estimated costs, if needed, and a timeline (i.e., completion by year 1, year 2, etc.) that indicates how these changes will be implemented, funded, and assessed over the next five-year period.

Action	Timeline	Costs	Assessment	Person Responsible

SECTION VIII: Appendices

Please provide the following appendices as appropriate/applicable:

APPENDIX A: Program Curriculum (Academic Programs Only)

APPENDIX B: Innovative Practices

APPENDIX C: Program/Service Effectiveness

APPENDIX D: Enrollment, Retention, and Graduation Report (Academic Programs Only)

APPENDIX E: External Evaluators' Report