



### **Purpose**

To provide policy regarding the ongoing process for Program Review of programs within the Instruction Division.

### **General Policy**

The Board of Trustees desires that the College demonstrate its success and effectiveness in achieving its stated mission, as a vital accountability component for the North Carolina Community College System, accrediting boards and other constituencies.

Therefore, a formal, ongoing process of Program Review shall be deemed as necessary to provide a method of making positive changes in its Instruction Division programs and applicable student development programs, administrative processes and support services.

The Program Review findings shall be made a part of the planning process for each program, which shall be evaluated yearly.

Colleges shall monitor the quality and viability of all its programs and services. Colleges shall review each curriculum program, each program area within continuing education, and their Basic Skills programs at least every five years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

The Program Review process shall assess each program/service in regards to the achievement of stated purpose, quality of instruction, program design, cost-effectiveness, student outcomes and contribution to the overall mission of the College.

The completed Program Review will be housed in the College's Enterprise planning software system. Completed reports shall be made available to the Board of Trustees, accrediting agencies, departments, instructional and support staff and others, as deemed appropriate by the President or by the Vice President of Instruction.

The Associate/Assistant Vice President, department chair, director, and program faculty shall be responsible for completion of the Program Review process.

### **Program Review Objectives**



The following objectives shall direct the Program Review process in the Instruction Division:

1. Improve the quality of the program course of study, teaching effectiveness and use of resources;
2. Develop a climate conducive to student learning and faculty and staff satisfaction;
3. Facilitate the institutional planning process;
4. Prepare students to enter the workforce or transfer to other educational institutions, meet in-service training needs, enhance professional development and meet personal goals; and
5. Meet educational and training needs of local business, industry and government and of the community.