Central Ohio Technical College
Program Review Questions

1. Explain why the College offers your program.

In your explanation, be sure to note the types of students served by your program (e.g., transfer students, students seeking local employment, tech prep students, displaced workers, and so on), ways in which your program serves employers and/or the local community; the alignment of the program's mission and vision with those of the College; and the extent to which your program helps to advance the goals outlined in the College's Strategic Plan.

2. In the last three years, how many of your program’s graduates

- found full-time employment related to the degree or certificate that they had earned at COTC?
- found part-time employment related to the degree or certificate that they had earned at the College?
- found part-time or full-time employment unrelated to the degree or certificate that they had earned at the College?
- transferred to a four-year school to complete a baccalaureate degree?

In addition, indicate how many of your program’s students who were not graduated transferred to a four-year school to complete a bachelor’s degree.

Describe and analyze any patterns or anomalies that you notice when you review the above data. What do you make of these patterns or anomalies? What actions should be taken for Continuous Quality Improvement (CQI)?

3. Enrollment data. Please fill in the spreadsheet “Data for Program Review”.

For the purpose of this question, consider that students who received a grade of “C-” or below, a grade of “W,” or a grade of “U” did not succeed in a given section.

Describe and analyze any patterns or anomalies that you noticed when you reviewed the enrollment data. What do you make of these patterns or anomalies? What actions should be taken for Continuous Quality Improvement (CQI)?

4. During the past three years, how many students who started in the program received a degree or certificate up to the most recent degree-awarding time period? How many students started in the program but did not (yet) finish? Describe and analyze any patterns or anomalies that you notice with respect to these degree/certificate completion numbers. What do you make of these patterns or anomalies? What actions should be taken for Continuous Quality Improvement (CQI)?
5. How many full-time faculty teach in your program?

6. How many part-time faculty taught in your program (or, for general education, in discipline-specific areas) during the past academic year, and what proportion of total sections of technical coursework (or, for general education, discipline-specific coursework) did part-time faculty teach during the past academic year?

7. Taking into account factors such as current program faculty’s area expertise, the program’s need for specific area expertise, the present and projected needs of business and industry, and the like, please explain whether or not you think that your program has sufficient full-time and part-time faculty.

8. What was the total cost of your program during the past academic year?

In responding to this question, please use data from the past academic year to determine the following:

- the total salary and benefits expenditure for your program’s full-time faculty;
- the total salary expenditure for your program’s part-time faculty;
- the total operating budget expenditure for your program; and
- the total of any additional costs associated with your program (for example, off-site facilities used only or primarily by your program; instructional equipment procured for your program; capital outlay for your program).

9. Does your program have the operating budget that it needs to have? Use relevant, specific examples and evidence in your response.

10. Does the College provide adequate support for your program (financially, administratively, and so on)? Use relevant, specific examples and evidence in your response.

11. Discuss whether or not—and, if so, how and to what extent—your program’s individual courses and plans of study reflect currency and relevance. When were courses and program outcomes reviewed systematically most recently? When did they last receive review and approval by the Curriculum Committee? What were the results of the various reviews, and what actions have been taken to address issues of currency and relevance?

12. List your program learning outcomes and explain how students demonstrate competence with respect to these outcomes. Be sure to describe the measures and analysis used in the assessment process. In addition, indicate, quantitatively, the student success rates for the program learning outcomes (e.g., “89% of the students successfully demonstrated competence for Program Learning Outcome #1”). Attach a summary of assessment plans and reports for the past three years, along with the follow-up actions taken as a result of identifying student learning gaps.
13. After having reviewed and analyzed the information pertaining to the success rates noted in question 12, program faculty will implement the following (types of) changes to ensure continuous quality improvement in the teaching and learning environments related to your program (please list and explain the relevance of these changes):

   Note: If fewer than 90% of the students successfully demonstrate competence of a program learning outcome, indicate the specific strategies that will be employed to raise the success rate to at least 90%; include in this part of your response specific changes to curricula, teaching, and the like.

14. Discuss whether or not—and, if so, how and to what extent—course- and program-level assessment leads to continuous quality improvement for your program. In particular, how do faculty’s teaching strategies change in light of the information that faculty learn from their having engaged in course- and program-level assessments?

15. Explain whether or not—and, if so, how and to what extent—your program’s part-time faculty actively engage in curriculum and assessment work pertaining to the program.

16. Explain whether or not—and, if so, how and to what extent—your program’s full-time and/or part-time faculty actively engage in recruiting students for the program (e.g., visiting high schools and career centers, giving presentations to community groups, etc.).

17. Explain whether or not—and, if so, how and to what extent—your program’s full-time and/or part-time faculty actively engage in retaining students in the program (e.g., engaging in program-specific academic intervention, advising, etc.).

18. Explain whether or not—and, if so, how and to what extent—your program’s full-time and/or part-time faculty consistently remain current and cutting-edge in their disciplines and with respect to their teaching.

19. Explain whether or not—and, if so, how and to what extent—your program assists COTC in becoming the #1 technical college in the state.

Program Justification

20. In its current or in a revised form, should your program remain at or be eliminated from the College? Be sure to cite specific, relevant evidence in support of your claims.

21. If in its current or in a revised form your program should remain at the College, what changes should be made to it in order to strengthen it? In your response, be sure to reference information that you provided in your responses to the above items.
22. This item assumes that, in its current or in a revised form, your program should remain at the College. (If you feel that your program should be eliminated, do not provide a response to this item.)

Given that the information requested during this review process is intended to be meaningful and useful for the purpose of continuous quality improvement for the program, prepare a workable, yearlong follow-up project action plan that will help ensure this continuous quality improvement. This project action plan should indicate

- specific activities and their reason for being undertaken;
- the names of persons responsible for overseeing an activity;
- the nature of the specified deliverables; and
- the timelines for completion of the activities.

23. Please provide any other information or comments that are relevant to this review of your program.