

Central Ohio Technical College Program Review Process

Start of autumn semester

- Survey programs to designate entry course for assessment data; program enrollment, program completion.
- Review curriculum for any changes since last program review.

Start of spring semester

- Faculty members in a program area will be contacted regarding the need to conduct a comprehensive program review. A meeting will be held to explain the process and disseminate program review information.
- Program/Department faculty collects and retrieves data related to student enrollment, retention, success rates, transfer, and full- and part-time faculty, and program costs.
- Program/Department faculty completes the following:
 - Narrative portions on students and businesses served, program mission and vision, relationship of the program to the College mission and vision.
 - Analyses of:
 - Enrollment, student completion/transfer, faculty, budgetary and administrative sufficiency.
 - Course currency and relevance, and course- and program-level assessment (including part-time faculty involvement).
 - Student recruitment and retention efforts and teaching currency of full- and part-time faculty.
 - Portions of review related to continuous improvement in student learning, relationship of the program to the College vision, program justification, and follow-up action plans.

By March 15th

- Program/Department faculty submits complete draft program review document and executive summary to its designated administrator for review.
- Designated administrator sends requested revisions, if any, back to program faculty.

By April 1st

- Program/Department faculty:
 - Submit Program Review Questions with responses to SLASC.
 - SLASC records receipt of program review.
 - Submit Program Review Questions with responses to Vice President for Academic Affairs.
 - Submit Program Review Questions with responses to Director of Academic Operations for archiving and to Director of Institutional Research & Effectiveness.
 - Prepare for and participate in program review roundtable, as arranged by SLASC.

CAO prepares annual academic program review.

- Includes strengths and areas of opportunities identified in department program review.

CAO presents annual academic program review to Executive Leadership.

Recommendations from the President and Executive Leadership sent to appropriate administrator and program / department faculty for implementation and budget action plan development and submission, if appropriate.

Program/Department faculty submit any necessary budget Action Plans to appropriate administrator for consideration during the regular budget process.