Table of Contents

I. OVERVIEW.............................................................................................................................................. 1
   A. Responsibility ........................................................................................................................................ 1
   B. Support Data from Institutional Research ......................................................................................... 2
   C. Process .................................................................................................................................................. 3
   D. Schedule .............................................................................................................................................. 3
   E. Thresholds (noting action plan requirements) ...................................................................................... 3
   F. Recommendations (optional) ............................................................................................................... 4
   G. Accelerated Academic Program Review Action Plan Follow-Up ....................................................... 4

Appendix A – Program Review Sample Data ............................................................................................... 5
Appendix B – Sample Form ............................................................................................................................ 6
Appendix C – Sample Action Plan ................................................................................................................ 7
Accelerated Academic Program Review Guidelines & Purpose

Academic Program Review is central to the college’s overall planning, assessment, and strategic planning process. All academic programs and general education areas are reviewed annually. Programs include academic units that offer certificates and degrees (e.g., nursing) and general education areas (e.g., mathematics, English).

The Accelerated Academic Program Review process is designed to provide each program area with timely information to assess the strengths and weaknesses of program areas. The program review process is not intended to assess instructor performance. This process requires the division deans or appropriate program area manager to:

- review five-year historical trends of SCH, average class size, and enrollee success rates,
- review outcomes assessment,
- complete an annual accelerated Academic Program Review Form (AAPR),
- submit outcomes assessment materials.

Division deans may, at their discretion, delegate reviewing the data, completing the forms as well as any follow-up activities to staff or faculty in their respective areas.

An Action Plan (Appendix C) is developed only if an area is determined to be below the college’s acceptable threshold in one or more areas. The Program Review Coordinator will contact the appropriate program area manager or division dean regarding the timeline for submission of the action plan. If an action plan is required, a follow-up document assessing the action plan’s success will also be required during the next academic year.

I. OVERVIEW

A. Responsibility

The division dean, appropriate program area manager, or delegate has primary responsibility for reviewing data, completing an annual accelerated academic program review form (AAPR) and submitting follow-up action plans, if necessary.

In addition any outcomes assessment materials must be submitted to the Program Review Coordinator. (See E for schedule for completion of AAPR forms and action plans).

Program Review Coordinator
- Charges the appropriate division dean or program area manager with responsibility for the academic program review
- Monitors program area review work to ensure timely completion and submission of AAPR form
• Reviews recommendations provided on AAPR form, if any, and incorporates recommendations, where appropriate, into annual planning and budgeting process
• Reviews action plans and makes suggestions for revision, if needed
• Assists in the process of making periodic revisions to the model, if needed
• Reviews all program area outcomes assessment material
• Reserves the right to request follow-up activities, if deemed necessary
• Keeps institutional copy of all academic program reviews and provides copies for posting on SLOA Website

Institutional Effectiveness and Research
• Makes revisions to the review process model, as needed
• Provides orientation for division deans and program area managers
• Helps determine which program review elements are appropriate for a review
• Provides program review data trends
• Provides ad hoc program area data to support follow-up activities, if necessary

Academic Program Review Chair (i.e., division dean, program area manager or delegate)
• Reviews program data and submits AAPR form according to schedule
• Creates and submits action plan(s), if necessary
• Reviews and submits outcomes assessment information according to schedule
• Posts program review reports on SLOA website.

B. Support Data from Institutional Effectiveness and Research

A comprehensive and ongoing system has been developed that will provide data for program review. Data is provided in pre-formatted tables, depicting five-year trends, to ensure consistency of reporting in all program reviews. Included in this system are the following elements:

1. **SCH (Student Credit Hours) Trends**

2. **Program Area Summary** (number of sections, average enrollment and total registrations)


4. **Assessment Summary** (statement that course and program assessment regularly occurring).

Information only data elements:
• Enrollment comparison of students' success by program course and electives.
• Program Graduates
• Student Credit Hours (SCH) generated.
C. Process

1. All academic program areas will receive instructions/review data per schedule (see E.).

2. If all four data areas are at or above college thresholds, the division dean or program area manager submits the AAPR form to the Program Review Coordinator per schedule (see E.); and Program Review Coordinator compile the report with AAPR forms.

3. Action plans are developed only if data is determined to be below the college’s acceptable threshold in one or more areas. The Program Review Coordinator will contact the appropriate program area manager or division dean regarding the timeline for submission of the action plan.

4. If all four areas (SCH, average enrollment, successful completion, and assessment) do not meet college thresholds, the program area is required to complete a comprehensive review as outlined in the Academic Program Review Area Guidelines. The Program Review Coordinator will work with the academic program chair to determine the date the review will be required to be completed and submitted to the Program Review Coordinator.

5. Program areas must submit program assessment material to the Program Review Coordinator per schedule. The Program Review Coordinator will review the activities and actions and add a narrative describing the findings. If corrective action is necessary, the Program Review Coordinator will initiate contact with the program area and establish a plan to bring the area into compliance. Program assessment materials will be returned to the appropriate division deans to keep on file.

D. Schedule

- Guidelines and Program Data to program areas: October 1st of each academic year. This report includes data for the last academic period.
- AAPR Forms due to Program Review Coordinator: November 1st of each academic year
- Action Plans or Academic Program Reviews due: December 1st, or as determined by Program Review Coordinator

E. Thresholds (noting action plan requirements)

1. SCH:
   - A positive fiscal five-year trend: No action plan is required.
   - Flat or negative five fiscal-year trends:
     - Growth Trend of 1.00 to -.59: No action plan is required.
     - Growth Trend of -.60 to -1.00: Action plan with SCH rationale is required.

2. Annual Program Summary:
   - Average enrollment size is 15 or higher: No action plan is required.
   - Average enrollment size below 15 for the most recent academic year: Action plan with average class size rationale is required.
3. Enrollee Success Rate
   - Enrollee Success rates to 74% or higher or the most recent fall and spring semesters: No action plan is required.
   - Enrollee Success rates below 74% for most recent fall and spring semesters: Requires action plan.

4. Assessment Summary
   - Regular, ongoing course and program assessment is occurring. No action plan required.
   - Course and program assessment not occurring each semester/year. Follow up required.

5. Other Items that may trigger follow up:
   a. Curriculum has not been reviewed in 3-5 year time period
   b. If Program outcomes are different than approved curriculum outcomes
   c. If appropriate, Advisory Board has not met

F. Recommendations (optional)
   - An area on the AAPR form is included in each section for optional recommendations, as well as a general comments/recommendation section at the end of the form.
   
   - General comments/recommendations would be resources or aspects of the program that you feel may need attention in order to improve the program (e.g., curriculum, facilities, funding, personnel, etc.). This helps the Program Review Coordinator and Institutional Research understand any follow up discussions and/or actions.

G. Accelerated Academic Program Review Action Plan Follow-Up
   - If no action plan was required in the previous fiscal year, then no follow-up is necessary.
# Appendix A

## Program Review Sample Data

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sections</td>
<td>38</td>
<td>38</td>
<td>26</td>
<td>40</td>
<td>21</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>648</td>
<td>699</td>
<td>545</td>
<td>867</td>
<td>384</td>
</tr>
<tr>
<td>Unique Head Count</td>
<td>577</td>
<td>622</td>
<td>468</td>
<td>690</td>
<td>300</td>
</tr>
<tr>
<td>Avg. Class Size</td>
<td>17.1</td>
<td>18.4</td>
<td>21.0</td>
<td>21.7</td>
<td>18.3</td>
</tr>
<tr>
<td>Total SCH</td>
<td>1650</td>
<td>1818</td>
<td>1755</td>
<td>2637</td>
<td>2032</td>
</tr>
<tr>
<td>SCH Growth Trend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.87</td>
</tr>
<tr>
<td><strong>SCH by Location</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescott</td>
<td>273.0</td>
<td>274.0</td>
<td>296.0</td>
<td>257.0</td>
<td>210.0</td>
</tr>
<tr>
<td>Verde Valley</td>
<td>102.0</td>
<td>91.0</td>
<td>15.0</td>
<td>17.0</td>
<td>21.0</td>
</tr>
<tr>
<td>Prescott Valley</td>
<td>143.0</td>
<td>153.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.T.E.C</td>
<td>698.0</td>
<td>804.0</td>
<td>976.0</td>
<td>1366.0</td>
<td>1440.0</td>
</tr>
<tr>
<td>Chino Valley</td>
<td>22.0</td>
<td>54.0</td>
<td>82.0</td>
<td>46.0</td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td>325.0</td>
<td>433.0</td>
<td>299.0</td>
<td>564.0</td>
<td>235.0</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>15.0</td>
<td>9.0</td>
<td>87.0</td>
<td>348.0</td>
<td>126.0</td>
</tr>
<tr>
<td><strong>Enrollee Success</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>%Successful</td>
<td>74%</td>
<td>74%</td>
<td>78%</td>
<td>80%</td>
<td>79%</td>
</tr>
</tbody>
</table>
Appendix B

**Sample Accelerated Academic Program Review Submission Form**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Accelerated Academic Program Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type</td>
<td>Academic</td>
</tr>
<tr>
<td>Program Name</td>
<td>Nursing</td>
</tr>
<tr>
<td>Primary Program Delivery Mode</td>
<td>Classroom</td>
</tr>
<tr>
<td>SCH Growth Trend</td>
<td>-0.99</td>
</tr>
<tr>
<td>SCH Growth Trend Comments</td>
<td>The Nursing Program utilizes a selective admission process. The spring 2013 application pool did not generate enough applications to fill the cohort resulting in less SCH for AY2013-2014.</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>---</td>
</tr>
<tr>
<td>Class Size Comments</td>
<td>---</td>
</tr>
<tr>
<td>Enrollee Success Percentage</td>
<td>95%</td>
</tr>
<tr>
<td>Enrollee Success Percentage Comments</td>
<td>---</td>
</tr>
<tr>
<td>Program Assessment Regularly Conducted?</td>
<td>Yes</td>
</tr>
<tr>
<td>Course Assessments Regularly Conducted?</td>
<td>Yes</td>
</tr>
<tr>
<td>Program Course Assessment Comments</td>
<td>---</td>
</tr>
<tr>
<td>Curriculum Reviewed This Year?</td>
<td>Yes</td>
</tr>
<tr>
<td>Curriculum Compliant With Standards?</td>
<td>Yes</td>
</tr>
<tr>
<td>Program Outcomes are Approved Curriculum Outcomes?</td>
<td>Yes</td>
</tr>
<tr>
<td>Advisory Meetings Held?</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Comments or Recommendations</td>
<td>Action Plan Objective: Increase SCH Activity: Review selective admission policies Review HESI Entrance Exam scores and correlate the scores with Program success to determine if required scores are at the correct level Responsibility : Nursing Program Director Timeline: March 1, 2015 Resource Allocation: No resources will be required Assessment:</td>
</tr>
<tr>
<td>Electronically Signed By</td>
<td>mbrown45 (Brown, Mary, K)</td>
</tr>
</tbody>
</table>
Appendix C

Sample Action Plan

OBJECTIVES
This action plan aims to:

1. Correct science laboratory, preparatory and storage space problems on the Verde campus. The
   process should include Verde Biology faculty in planning and designing of the new spaces.
   Finish the remodeling of laboratory and other space on the Prescott campus.
2. Offer a wider variety and additional sections of Biology courses that have high demand,
   including evening and summer sections.
3. Review budget to consider an additional full-time Biology instructor to help meet objective 2.
4. Continue to seek equitable compensation for laboratory instruction.
5. Advance the Outcomes Assessment Plan.
6. Evaluate alternative delivery formats, including additional hybrid sections.

ACTIVITIES
1. Create an action plan for correcting science laboratory, preparatory and storage space
   problems on the Verde campus. Evaluate the remodeling of laboratory and other space on the
   Prescott campus.
2. If instructors are available, offer more sections of Biology courses that have high demand,
   including evening and summer sections.
3. If budget allows, prepare a notice of vacancy for an additional full-time Biology faculty.
4. Advertise for the position and hire the best qualified person.
5. Continue to seek equitable compensation for laboratory instruction.
6. The current Outcomes Assessment Plan will be reviewed and updated as needed.
7. Evaluate currently used alternative delivery formats. Evaluate alternative delivery formats that
   could be used for other courses.

RESPONSIBILITY
1. The Science, Health, and Physical Education (SHPS) Dean will coordinate coursework with the
   Verde campus Biology faculty, Facilities and the Verde Campus Executive Dean to create the
   action plan for the Verde campus.
2. The SHPS Division Dean and the Executive Dean on the Verde campus will work jointly with
   Biology lead faculty.
3. The SHPS Dean will work jointly with the Academic Affairs and Human Resources.
TIMELINE

1. February 1, 2014
2. Fall semester 2014
3. Summer and fall semester 2014
4. Hiring process completed by April 1, 2015
5. Spring semester 2015
6. Ongoing yearly review and update.
7. Spring semester 2015

RESOURCE ALLOCATION

1. Unknown. It will depend on the plan that is developed.
2. Unknown. It will depend on how many classes are offered.
3. Unknown. It will depend on how many classes are offered.
4. No additional resources will be required.
5. Unknown. Those working on this will determine what resources are needed.
6. No resources will be required.
7. No resources will be required.

ASSESSMENT

Plan will be reviewed by June 2015, and a follow-up report will be submitted.