NEW RIVER
Community College

New River Community College

Educational Program Review

Faculty Resource Manual

Fall 2023

Contents

Educational Program Review at New River Community College

The College uses a three-year program review cycle to afford educational programs the opportunity to reflect upon and share the results of their annual program's assessments for the three prior years, as well as their plans for the program moving forward, including improvements based upon findings of annual assessment efforts. The following is the proposed process:

DEVELOP ACTION PLAN FOR IMPROVEMENT & VALIDATE/ESTABLISH PROGRAM VITALITY GOALS (by September 1 of each academic year)

NRCC's program review process requires programs to review and/or establish program vitality goal(s) in light of both the college mission and goals and the findings from the previous assessment cycle. Program faculty establish program vitality goals in consultation with academic deans, the college's assessment coordinator, and director of institutional effectiveness and research to ensure goals are appropriate for assessing program vitality and allow for the development of meaningful outcomes.

Every year the previous year's assessment results are reviewed in NETSPACE by the program faculty and the appropriate dean, also usually during the annual "health check," to fully understand the meaning of the findings and to develop an action plan to remediate identified shortcomings or to further improve on positive results. At this point, the focus shifts from outcomes and improvement plans back to program goals. The established goals for the program are reviewed and adjusted to meet the current state of the program and the supporting environment and the process repeats again in the subsequent year.

SET PROGRAM VITALITY OUTCOMES (by September 1 of each academic year)

The next step of the process is to articulate one to three outcomes consistent with the program's vitality goal(s). These will be entered in NETSPACE, following the program outcomes, and reported on at the following year's annual "health check" meeting. Follow up on these outcomes, including results/findings and action plans, will subsequently be documented in NETSPACE.

DETERMINE MEASURES & TARGETS FOR OUTCOMES (by September 1 of each academic year)

Once program vitality outcomes are identified, the next step in the process is to determine assessment measures to track progress. Appropriate assessment measures are established to determine the extent to which the program vitality outcomes are achieved. Again, program faculty, academic deans, the assessment coordinator, and the director of institutional effectiveness and research work together to ensure that measures are appropriate. Specific and meaningful measures help establish benchmarks

(target outcomes) that allow faculty to determine success and that provide sufficient information to guide improvement in program vitality. Multiple measures are desired so decisions are not based on single measures that may not fully assess the breadth of issues involved in program vitality. Program vitality goals and outcomes, assessment measures, and target outcomes (benchmarks) are entered into NRCC's planning software NETSPACE as they are being developed.

REVIEW AND APPROVAL (by September 30 of each academic year)

Program goals, program vitality outcomes, assessment measures, and target outcomes (benchmarks) are entered into NRCC's planning software NETSPACE as they are being developed. At this time (after target outcomes are developed), a formal review and approval of the plan to this point is conducted by the dean that supervises the given program. If the dean determines that one or more components of the plans are not adequate, this is noted in NETSPACE. At this point, faculty in concert with the assessment coordinator and director of institutional effectiveness and research can work to improve the plans.

REPORT-OUTS BY SCHEDULED PROGRAM (by March 31st of each academic year)

Every year, report-outs will occur by scheduled program on a three-year cycle. The President, Vice President for Instruction and Student Services, the assessment coordinator and the director of institutional effectiveness are to be present for the report-outs. Following is the schedule of programs to report:

Programs to Report - Three Year Cycle

Academic Year	Programs to Report
2023-24	Associate Degree Nursing, Practical Nursing, Human Services, Welding, Accounting, Business Management
2024-25	Administrative Support Technology, Transfer Degrees, Engineering Design Technology, Information Technology, Automotive Analysis and Repair
2025-26	Electrical Engineering Technology, Electronics Technology, Instrumentation and Control Automation, Machine Technology, Forensic and Police Science

Report-outs are to focus on where the program has been (challenges and successes from the previous three years) and where the program is going (plans for continuous improvement).

Faculty are encouraged to cover the following in their presentation:

> 1) a general overview of their program, such as degrees and specializations;

> 2) a summary of the strengths and areas needing improvement in their program;

> 3) a summary of the opportunities that exist within their program and how they might take advantage of them, including the resources they would need to capitalize on these opportunities;

> 4) a summary of the challenges or obstacles facing their program; and finally,

> 5) a summary of how they plan to use, or have already used, the findings of their review to support student learning outcomes and program vitality [this one is critical for SACS]. This is the perfect time to highlight changes that have made in the program.
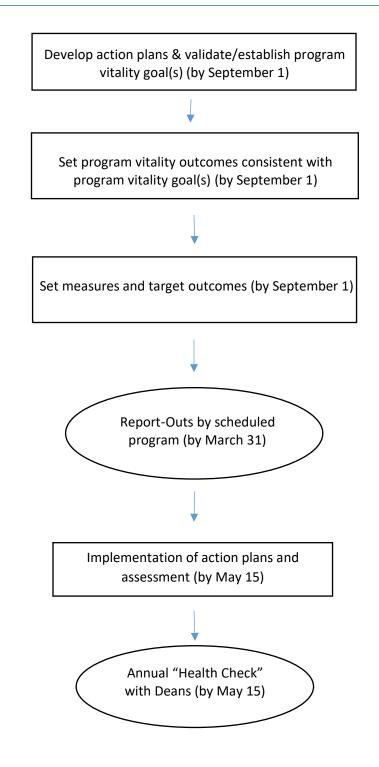
Presentations are to be approximately 15 minutes. The assessment coordinator will work with program faculty to prepare for the presentation.

IMPLEMENTATION OF ACTION PLANS AND ASSESSMENT (By May 15th of each academic year)

As the academic year progresses, each assessment is conducted as specified in the plan and the results of those assessments are entered into NETSPACE by program faculty.

ANNUAL HEALTH CHECKS (by May 15th of each academic year)

Every year, program faculty and their supervising academic dean will meet for "health checks" to review and discuss both quantitative and qualitative data about their programs. This data will be accessed and edited in NETSPACE using the "Educational Program Health" form located under the "Outcomes/Budgets" tab. The office of institutional effectiveness and research will provide the quantitative data, i.e., student demographics, graduation numbers, select results from the graduation survey and retention data. The assessment coordinator and deans will work with program faculty to collect and report the qualitative data not provided by the office of institutional research and effectiveness, e.g., program needs, industry trends and employer feedback. Findings from the annual "health checks" will be used to develop action plans for improvement and to validate and/or establish program vitality goals for the next academic year.
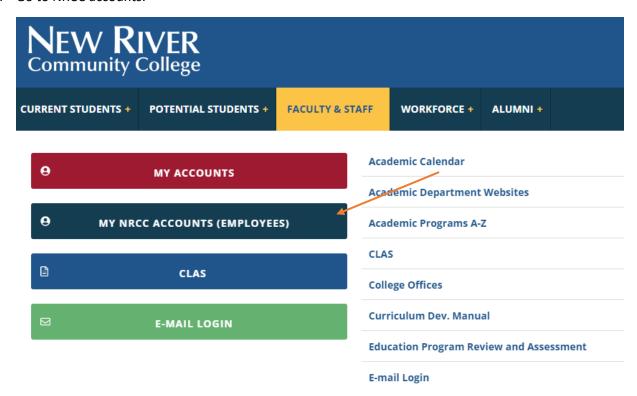
Develop action plans & validate/establish program vitality goal(s) (by September 1)

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Set program vitality outcomes consistent with program vitality goal(s) (by September 1)

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Set measures and target outcomes (by September 1)

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Report-Outs by scheduled program (by March 31)

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Implementation of action plans and assessment (by May 15)

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Annual "Health Check" with Deans (by May 15)

Educational Program Review Timeline - Annual Cycle

Activity	Due By Date	Person(s) Responsible
Provision of institutional data from **prior** academic year to program faculty via NETSPACE	August 16	Office of Institutional Effectiveness and Research
Develop action plan for improvement & validate/establish program vitality goals for **current** academic year and into NETSPACE	September 1	Program faculty and academic deans with assistance from the assessment coordinator and director of institutional effectiveness and research
Modify/set program vitality outcomes consistent with program vitality goal(s) for **current** academic year and enter into NETSPACE	September 1	Program faculty and academic deans with assistance from the assessment coordinator and director of institutional effectiveness and research
Determine assessment measures and targets for **current** year outcomes and enter into NETSPACE	September 1	Program faculty and academic deans with assistance from the assessment coordinator and director of institutional effectiveness and research
Approval of action plans for improvement, outcomes, measures, and targets for **current** academic year	By September 30	Appropriate division dean
Report-outs by scheduled program	By March 31	Program faculty with assistance from the assessment coordinator
Implementation of action plans and assessment and enter **current** academic year findings into NETSPACE	By May 15	Program faculty with assistance from academic deans, the assessment coordinator and director of institutional effectiveness and research
Annual "Health Checks" between program faculty and academic deans	By May 15	Program faculty and academic deans with assistance from the assessment coordinator

* If the due date falls on a holiday or weekend, the required activity is due on the following business day.
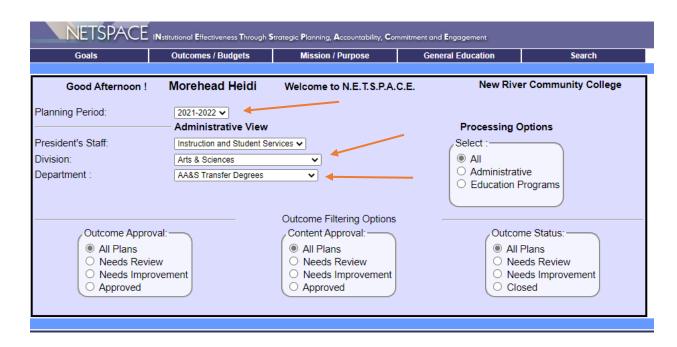
1. Go to NRCC accounts.
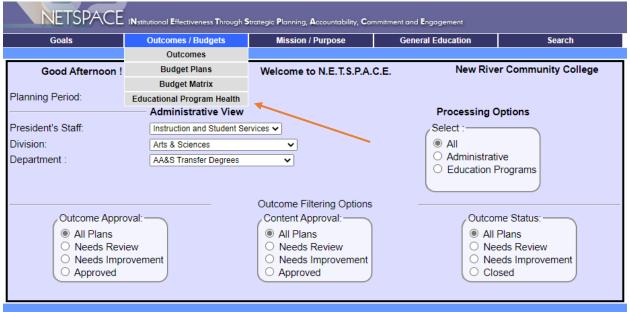

2. Login using **NRCC credentials.**

3. Select NETSPACE (NOT NETSPACE CLASSIC) from available applications.
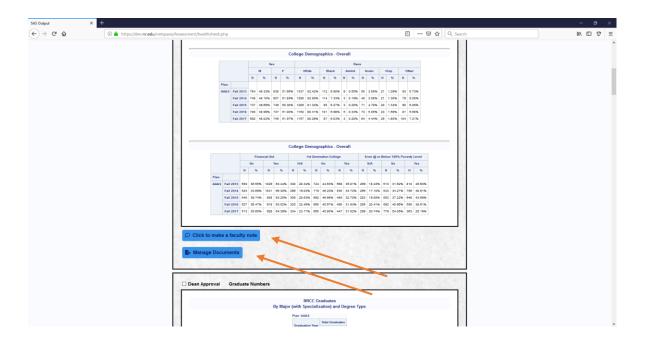

4. Once NETSPACE opens, check Planning Period to make sure you are in the correct academic year (this should be correct by default) & choose the correct division and department.
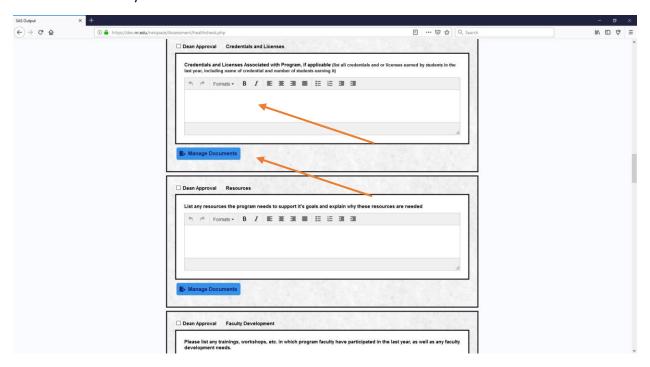
5. To complete, edit or review the "Educational Program Health" form for your program:
a. mouse over "outcomes/Budgets" and click on '"Educational Program Health"

b. click on "Click to make a faculty note" to comment on student demographic information provided by IE or "Manage Documents" to attach any revelent documents

c. type in the provided textbox to answer the provided prompts and click on "Manage Documents" to attach any relevant documents

d. click on the goals of the college that your program supports and type in the provided textbox your explanation, as well as attach any suporting documents