Nashua Community College
Academic Program Review – Self Study Guide
Academic Department Chairs
April 2017

Purpose

The Academic Program Review is an essential component of the College's Learning Assessment Process. While a large part of the Learning Assessment Process focuses on the pedagogic aspects of the program, the Academic Program Review provides an opportunity for the Program Coordinator and the Academic Department Chairs to evaluate the program's relevancy and achievement in addressing the needs of the students, the College and the community.

Goals

The primary goals of program review are to:

- Identify program goals and relate them to the College's mission and the community's needs.

- Ensure that the program still offers the skills needed to compete in its field of specialization and is relevant to current and future job markets and/or four-year college aspirations.

- Evaluate the performance of the program in regards to student success, i.e., persistence, completion, transfer, gainful employment and licensure passage rates.

- Document the quality and adequacy of program staffing, including the Program Advisory Committee.

- Analyze the availability and utilization of educational resources, including technology, software and support services.

- Evaluate the overall strengths, weaknesses and needs of the program and describe goals for the future.

Procedure

Any active academic program (associate degree or certificate) will be reviewed by the Academic Department Chairs on a five-year cycle. Programs that offer both awards can combine the reviews if the workload is not excessive. If the program is undergoing an outside accreditation review in the same year, the outside review will replace the requirements of this internal review.

Each academic program under review will be assigned a member of the Academic Department Chairs to act as the review coordinator who will be responsible for managing the review process, scheduling meetings and addressing questions raised by the Program Coordinator.

Written responses to the review questions (found in the next section) and supporting documentation will be provided by the Program Coordinator with assistance from the department chair and program colleagues if desired.

The completed document will be reviewed by the Academic Department Chairs and a member of the program's Advisory Council chosen by the Program Coordinator. The document will be submitted to the Academic Department Chairs by the middle of the spring semester of the academic year of review. The Academic Department Chairs and Advisory Council member will

review the report and schedule a meeting within two weeks in which the Program Coordinator will be invited to provide an oral summary of the program, followed by comments and questions from the Academic Department Chairs and program Advisory Council members invited by the Program Coordinator.

Before the end of the spring semester, the Academic Department Chairs will provide the Program Coordinator with a brief written evaluation of the program review and may make recommendations for changes in the program or other follow-up actions on the part of the Program Coordinator, Academic Department Chairs or College administration. The status of such actions will be addressed by the Program Coordinator at the first meeting of the Academic Department Chairs in the new academic year. See the Program Review Schedule section at the end of this document for the exact dates for the academic year.

Questions

The following questions should be addressed in the program review. All judgmental statements or observations should be supported by data or other materials and included with the review document. The review document should not exceed 20 pages, including support materials.

Program Goals

What are the program's goals and how do they relate to the College's mission? How do the program goals relate to the current and future needs of the community and the region?

Program Relevancy and Competitiveness

Has the program's related industries or markets changed in the past five years and, if so, how does it impact on the relevancy and attractiveness of the program? Have you made changes to the program to accommodate changes in the market and, if so, what have you changed? What skills taught by the program are important to keep its graduates competitive in the program's related industries?

Program Performance

Based on the performance statistics on enrollment, persistence, completion, transfer, gainful employment and licensure passage rates (where relevant), how successful do you believe the program has been? Please explain your reasoning. Note: Most of the data will be supplied by the Office of Institutional Research but should be supplemented with information supplied by the program personnel.

Program Staffing

Describe the program's current staffing composition (including adjunct faculty and the Advisory Council). How well does the current staff meet the needs of the program and, if deficient, what additional skills or personnel are needed to improve success of the program?

Resources Usage of Program

Describe the inventory of program-specific equipment and lab space. How well does it meet the needs of the program and, if deficient, what additional equipment is needed to improve support of the program? How well do the College's support services (e.g., Registrar, Student Services, Advising, Learning Commons, IT Support, Marketing, Library resources, etc.) assist the program in accomplishing its goals? What changes would you make to improve support of the program?

Program Strengths, Weaknesses and Needs

Overall, what do you believe are the major strengths and weaknesses of the program? What actions are needed for the program to maintain or improve its strengths and resolve its weaknesses? What additional support can the College provide to assure success of the program in the future?

Future Program Goals

What are the program's goals for the next five years? Please elaborate if needed.

Document Revision History

Version	Date	Description	Author(s)
6.0	12/5/2012	Major rewrite of the original Academic Program Review document from October 2009. Final draft.	Phil Frankland w/ comments from Academic Department Chairs
7.0	7/23/2013	1. Added questions concerning Alignment of Program Outcomes with General Education Outcomes And Future Program Goals; 2. Removed certificate programs from the review schedule; 3. Changed ownership of the review process from the Curriculum Committee to the Academic Department Chairs; 4. Moved Program Review Schedule section to end of document to facilitate future schedule updates.	Phil Frankland, Bill McIntyre, Kathy Costa
8.0	8/20/2013	Revisions to wording of question on Alignment of Program Outcomes with General Education Outcomes And Future Program Goals.	Phil Frankland, Bill McIntyre
9.0	8/27/2013	Revisions to Program Review Schedule.	Academic Dep Chairs
9.1	10/15/2013	Revision to Program Review Schedule; General Studies review moved from 2013-14 to 2014-15.	Phil Frankland, Bill McIntyre
9.2	3/31/2014	World Languages moved from 2013-14 to 2014-15.	Phil Frankland, Bill McIntyre
9.3	5/14/2014	Academic Program Review schedule revised; Question concerning Alignment of Program Outcomes with General Education Outcomes eliminated until General Education modified core policy is enacted.	Phil Frankland, Bill McIntyre
9.4	9/2/2014	Revision to Program Review Schedule	Bill McIntyre
9.5	11/7/2014	Inclusion of a member of the program's Advisory Council in the document review and recommendation process.	Phil Frankland, Bill McIntyre
9.6	5/11/2015	Revision to Program Review Schedule	Phil Frankland, Bill McIntyre
9.7	5/12/2015	Correction to Program Review Schedule	Phil Frankland, Bob Bragdon
9.8	5/17/2016	Renamed Academic Cabinet to Academic Program Chairs; Added subtitle of Self Study Guide to document; Updated Program Review Schedule	Phil Frankland, Bill McIntyre
9.9	6/28/2016	Updated Program Review Schedule. Liberal Arts & Concentrations move from 2016-17 to 2018-19 because of Guided Pathways initiative.	Phil Frankland, Bill McIntyre
9.10	4-24-2017	Updated Program Review Schedule. Added new program codes & degree programs: Cyber Security Networking & Foundations in Data Analytics.	Phil Frankland, Bill McIntyre

Program Review Schedule

Academic Year 2017-2018 Deadlines

Program Review document submitted to Academic Department Chairs - March 31, 2018
Presentation to Department Chairs and other Program Coordinators - TBD
Written Response by Academic Department Chairs provided to Program Coordinator - TBD

DEG	CODE	Description	Last Review	Next Review
A	CNET	CS-Networking	2010-11	2017-18
A	AUTO	Automotive Technology	2010-11[B]	2017-18[B]
A	AUTH	Honda Automotive Technology	2011-12[B]	2017-18[B]
A	CLRT	Collision Repair Technology	2009-10[B]	2018-19[B]
A	LIBA	Liberal Arts (and related programs)*		2018-19
A	AVAT	Aviation Technology	2013-14	2018-19
A	CRMJ	Criminal Justice		2018-19
A	PARA	Paralegal Studies	2013-14	2018-19
A	SLPA	Speech Language Pathology Assistant	2013-14	2018-19
A	BAAC	Bus. Admin. Accounting	2015-16[C]	2018-19[C]
A	BAMG	Bus. Admin. Management	2015-16[C]	2018-19[C]
A	BAMK	Bus. Admin. Marketing	2015-16[C]	2018-19[C]
A	BASB	Bus. Admin. Small Business Entrepreneurship	2015-16[C]	2018-19[C]
A	CULA	Culinary Arts		2019-20
A	HSRM	Hospitality & Restaurant Management		2019-20
A	HUMN	Human Services	2014-15	2019-20
A	SFTD	Software Development	2014-15	2019-20
A	EDUP	Educator Preparation	2014-15	2019-20
A	NURS	Nursing	2011-12[A]	2019-20[A]
A	ECED	Early Childhood Education	2015-16	2020-21
A	MTHL	Holistic Massage	2015-16	2020-21
A	FDAN	Foundations in Data Analytics		2021-22
A	CYNT	Cyber Security Networking		2021-22
A	MDTC	Mechanical Design Technology	2016-17	2021-22
A	PRMN	Precision Machine Tool Technology	2016-17	2021-22
A	WEBA	Web Application Development	2016-17	2021-22
A	EETC	Electronic Engineering Technology	2015-16[D]	2021-22[D]

* The Liberal Arts review will also cover the general education requirements serviced by the programs Anthropology & Sociology (ANSO), Biological Sciences (BIOS), Communications (COMM), English (LAEN), History & Political Science (HIPS), Mathematics (MATH), Psychology (PSYC), and Honors.

Outside Accreditation Groups:
[A] Accreditation Commission for Education in Nursing (ACEN); [B] National Automotive Technicians Education Foundation (NATEF) Each program is reviewed separately; [C] Accreditation Council for Business Schools and Programs (ACBSP); [D] Engineering Technology Accreditation Commission (ETAC) of ABET.