AIKEN TECHNICAL COLLEGE
PROCEDURE

Procedure Title:	INSTRUCTIONAL PROGRAM REVIEW	Procedure Number:	4-1-101.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:	3-1-301		
Governing ATC Policy:	4-1-101		

Approved: _(signature)_ _(signature)_
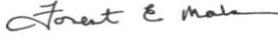
President   Chief Academic Officer

Date Adopted:	07/01/2004
Date Revised:	10/14/2024

DISCLAIMER

I. Purpose

For the purpose of strengthening and improving programs, Aiken Technical College (ATC) regularly reviews and assesses academic programs on an established schedule every three years. Program faculty and educational administrators are actively involved in the assessment process and identify areas of program strengths, challenges, opportunities, threats, needs (personnel, equipment, facilities, and technology), and recommendations for program improvement. Improvement plans will be incorporated into the College's annual planning and budgeting process for implementation.

II. Procedures and Responsibility

1. The Program Review schedule is developed by the Office of Institutional Effectiveness, Teaching, and Technology (IETT) in consultation with the Academic Deans and the Chief Academic Officer.
2. IETT coordinates the Program Review process.

3. IETT populates data in the Program Review template and sends it to the designated Program Review developer and their supervisor.
4. IETT additionally provides the Program Review developer and their supervisor(s) with writing guidelines, a rubric, and a timeline for all stages of the Program Review, including submission dates. The Program Review developer (the Department Chair or an appropriate program designee) is responsible for producing the Program Review. The developer gathers and analyzes pertinent data to complete a thorough analysis with the support of their supervisor(s).
5. The generic Program Review Template, Timeline, Writing Guidelines, Peer Assessment Rubric, and 4th Year Report Template are available on the IETT portal page to assist in completing the Program Review.
6. The developer reviews and submits the Program Review to the Academic Dean. The Dean reviews the report for accuracy and content and provides feedback and recommendations for improvements/revisions to the developer and, if applicable, their Department Chair. When the Program Review is approved by the Academic Dean, the Dean forwards the Program Review to the Director of IETT, who distributes these documents to the Peer Review Committee.
7. Program Review Peer Review Committee procedures and responsibilities are outlined in section III.

III. Program Review Peer Review Committee Procedures and Responsibilities

1. All Program Reviews are submitted to the Peer Review Committee, which consists of one representative from each of the academic schools, one at-large faculty member appointed by the Chief Academic Officer, as well as one representative from IETT. Each faculty representative is appointed to serve a two-year term, and half of the members rotate off the committee each year and are replaced by new appointees. A Peer Review Committee Chair is nominated by the committee and approved by the Chief Academic Officer. The Committee Chair schedules each of the Peer Review Committee meetings.

2. The Committee members utilize an assessment rubric to independently assess each Program Review for evidence that: the review addresses the previous Program Review recommendations for improvement; student learning outcomes are identified; the extent to which student learning outcomes assessment is used to improve learning; the extent to which the program is meeting its mission; the level at which quantitative standards are met; evidence that students are successful after graduation; the degree to which decision-making is influenced by qualitative and quantitative data; the level at which strengths, challenges, opportunities, and threats are identified, addressed, and written into an action plan; and evidence of effective strategic and annual planning. Upon completion of the individual assessment, the Committee members meet to determine consensus comments regarding Program Review strengths, weaknesses, and recommendations for program improvement.

3. As a team, the Peer Review Committee meets with the review developer and the developer's supervisor(s) to discuss their assessment of each Program Review and the recommendations for program improvement. Any formal recommendations from the Committee must be acted upon, and the supporting documentation submitted to the Director of IETT by the end of the Spring semester of the subsequent academic year.

4. The Peer Review Committee Chair prepares an Academic Program Review synopsis for each program, summarizing the program's general strengths, overall trends, issues, repeated themes, and opportunities for enhancement. The chair then submits the report to the Director of IETT.

5. IETT will archive all Program Review documents. All Program Reviews will be completed in their entirety by March 31 of the academic year so that recommendations can be brought forward for planning and budgeting action through the College's annual planning process.

IV. Presentation to Executive Staff and the Commission

The Director of IETT reviews and submits the Academic Program Review Report to the Executive Staff and the appropriate committees for annual planning consideration. The review developer and their supervisor are also given the opportunity to present their findings to the Executive Staff for direct feedback.

V. Program Review Elements for Assessment

The program review process includes, at a minimum, the examination, analysis, and reporting of the following elements:

1. Executive Summary including
   a. Findings
   b. Strengths
   c. Challenges
   d. Opportunities
   e. Threats
   f. Plans, strategies, and timeline
   g. Positions responsible for the plan

2. Qualitative Data
   a. Program Mission
   b. Program Student Learning Outcomes
   c. Summary of past three years of Program SLO assessment

d. Past Program Review Plans/Recommendations/Strategies – Evidence that the program addressed the previous Program Review recommendations for improvement
   e. Developing-a-curriculum (DACUM) survey results
   f. Extent to which the advisory committee works to improve the quality of the program
   g. Community need and demand for the program
   h. Articulation agreements (if applicable), last date of agreement renewal and links

3. Quantitative Data and standards for program viability and quality
   a. Enrollment Trends
   b. Percent growth in jobs
   c. Prevailing salaries
   d. Graduate numbers and placement rates
   e. Program retention and persistence rates
   f. Full-time Faculty Ratio

4. College Core Indicators
   a. Course Completion, Withdrawal, Pass, and Success Rates

5. Program Needs
   a. Personnel
   b. Equipment of furniture
   c. Facilities
   d. Technology
   e. Other

VI. Program Review Final Actions

The Director of IETT submits a qualitative summary of all Program Review findings and recommendations and presents these to the Academic Affairs Deans and Directors. Results of actions taken will be reported through the program, division, and the College's annual planning process.

As noted above, a follow-up report concerning Program Review Peer Review recommendations, detailing departmental/divisional actions to address Peer Review Committee concerns, is required from the developers one year after the Program Review, by the end of the subsequent academic year's Spring semester. Additional actions, if needed, will be addressed in subsequent annual plans. In this manner, all planning and budgeting issues for the academic programs are considered in a predictable process, tying planning, program review, and budgeting into a continuous cycle of improvement in concert with the College's planning, program review, and budgeting cycle.