

College Operating Procedures (COP)



Procedure Title: Program Evaluation/Review – Certificate and AS Programs
Procedure Number: 03-0302
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10 ; 02/15/11

Purpose Statement: The process, purpose, method of evaluation; documentation, degree program evaluation instrument and time schedules for specific programs evaluations include areas of assessment that examine information to determine the effectiveness of programs and to provide an organized method of reporting program recommendations for improvement.

Procedures:

Summary

Program Evaluation provides information concerning various aspects of program performance, including findings from curriculum review; findings from learning outcomes assessment; findings from trend analysis of direct costs and revenues; findings from benchmarking indicators such as graduation rates, retention rates, and licensure exam pass rates; findings from headcount enrollment trend analysis; findings from review of faculty professional development activities; and findings from accreditation visits by professional organizations, if applicable. Conclusions drawn from program evaluation should be used for unit planning purposes in future academic years. The process, purpose, method of evaluation; documentation, degree program evaluation instrument and time schedules for specific programs evaluations include areas of assessment that examine information to determine the effectiveness of programs and to provide an organized method of reporting program recommendations for improvement.

Process

The District Dean, Arts & Sciences/Professional & Technical Studies, will delineate responsibility for program review for each degree program and certificate. Those responsible individuals will gather the information necessary to complete the abbreviated version of the Elements of Program Review outline once each year. The extended version of this outline will be completed once every five years, consistent with a cycle of program-level learning outcomes assessment.

Upon completion, overall findings from the program evaluation will be reviewed with the District Dean, Arts & Sciences/Professional & Technical Studies, the program evaluator, and the

Vice President, Academic Affairs. Findings that point to a need for interventions will form the basis for the following year's unit plan(s). Interventions may be in the form of targeted faculty professional development, actions to reduce costs, adjustments to curricula, enhancement of instructional resources, and so on. To the greatest extent possible, unit plan goals should express the anticipated impact of these interventions on student learning.

Program Review
 5-Year Cycle
 Division of Professional and Technical Studies

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Accounting		X				
Business Administration	X					X
Cardiovascular Tech	X					X
Computer Sciences			X			
Criminal Justice		X				
Dental Hygiene	ADA (Assisting)		ADA (Hygiene)			ADA (Assisting)
Drafting & Design		X				
Early Childhood					X	
EMS				JRC/ EMT-P		
Fire Science			X			
Golf Course Operations		Phased Out				
Nursing		State Board /NLN				
Paralegal Studies	X					X
Physical Therapy Assist.				APTA		
Radiologic Technology		JRCERT				
Respiratory Care			CoARC			

Program Review
 5-Year Cycle
 Division of Arts and Sciences

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Communications(Speech and English)			X			
Foreign Lang, Multiple					X	
Mathematics, General		X				
Humanities/Philosophy/ Arts				X		
Liberal Arts/Natural Sciences General			X			
Social Sciences, General	X					X