INTERNAL PROGRAM REVIEW PROCESS

Updated April 2013

INTRODUCTION AND OVERVIEW
In accordance with The Montana Board of Regents of Higher Education Policy 303.3 – Program Review, these procedures are provided for the internal review of Certificate of Applied Science, Associate of Applied Science, Associate of Arts, and Associate of Science degrees at Great Falls College Montana State University (Great Falls College MSU).

The primary goal of the internal program review process is to enhance the alignment and quality of the College’s academic programs with community and state needs. To achieve this purpose, these internal program review procedures encourage self-study and planning within programs and serve to strengthen the connections between the strategic plan and the mission of Great Falls College MSU. In addition, the essential element of the internal program review is the identification and evaluation of student learning outcomes as a key indicator of program effectiveness. Further, internal program reviews provide information for curricular and budgetary planning decisions for the Division and the College.

Benberg (T. Benberg, December 7, 2003) says, “Outcomes-based academic program review is a thinking person’s process.” In essence, it requires faculty and co-curricular professionals to purposefully plan the delivery of the intended student learning as well as systematically evaluate the extent to which that learning has been met and to propose recommendations for improving delivery of the learning.

The internal program review process at Great Falls College MSU is based on a cycle of self-inquiry, review, and continuous improvement. The basic components of internal program review include the following:

- a self-study, recommendations, and preliminary Improvement plan completed by the faculty associated with the program;
- review and recommendations by the College’s Internal Program Review Committee;
- revision of the preliminary Improvement plan in response to recommendations by the Internal Program Review Committee;
- final approval by the Internal Program Review Committee and Associate Dean of all elements of the internal program review documents; and Improvement of actions to improve program effectiveness and quality.