



# **GREAT FALLS COLLEGE**

## **MONTANA STATE UNIVERSITY**

---

### **INTERNAL ACADEMIC PROGRAM REVIEW PROCESS**

Updated February 2018

#### **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 General Studies, Certificate of Technical Studies, Certificate of Applied Science, Associate of Applied Science, Associate of Arts, and Associate of Science degrees at Great Falls College MSU.

Internal program review's primary goals are to enhance the alignment of the College's academic programs with the College's own core indicators and core themes, community needs and MUS initiatives. To achieve this purpose, these internal program review procedures encourage strategic self-study and planning.

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

- A self-study, report, and presentation to the Internal Academic Program Review Committee (IAPRC) completed by the Program Director in consultation with the Division Director;
- Review of the self-study report and presentation by the College's IAPRC;
- A recommendation by the IAPRC based on the report and presentation forwarded to the Program Director, Division Director, Executive Team, and CPBAC via the CAO's office;
- Informational reports both during the review process and after its completion to Faculty Senate by the IAPRC chair;
- An improvement plan to address any necessary modifications written by the Program Director in consultation with the Division Director and CAO in the case that a program is recommended to be continued with modification;
- Follow-up on improvement plan implementation and progress by the Program Director, overseen by the Division Director and CAO; and
- A summary report to the Board of Regents given by the CAO regarding the findings of the IAPRC for the programs reviewed within a specific academic year.

#### **I. COMMITTEE COMPOSITION, COMMITTEE MISSION STATEMENT, AND COMMITTEE CHARGE**

##### **Committee Membership**

CAO

Controller

Four faculty members, including the Chair of the committee

Institutional Researcher

Registrar

### **Mission Statement**

The Internal Academic Program Review Committee will support the mission of Great Falls College MSU by evaluating campus academic programs using established criteria in accordance with the program review schedule.

### **Committee Charge**

The Internal Academic Program Review Committee (IAPRC), a committee of the Faculty Senate, guides the self-assessment of academic programs at Great Falls College MSU by developing processes, tools, and guidance for reflective practice and internal accountability. The IAPRC provides critical information for decision making regarding program continuation and resource allocation. The major tasks of the IAPRC are

- Assessing the efficiency and effectiveness of program delivery by considering the self-study, the presentation of the program, and the data upon which the self-study are based,
- Evaluating program self-studies to determine if programs meet a need or exploit an opportunity,
- Making a recommendation for program continuation, discontinuation, or continuation with modification to the CAO based on the assessment of programs, and
- Improving its own processes in order to meet the needs of College programs and reporting lines.

## **II. ROLES AND TIMELINE**

The following stakeholders take an active role in the program review process

- Program Directors: conduct the self-study, compile and submit the self-study report, prepare and deliver the presentation, and create, implement, and track improvement plans.
- Division Directors: support Program Directors as they conduct the self-study and compile the report, attend the presentation of the report to IAPRC, and have some involvement in the creation, implementation, and tracking of the improvement plans.
- CAO: attends presentation of the reports to IAPRC, disseminates IAPRC findings to CPBAC and ET, tracks improvement plan progress, and prepares and delivers a summary report to the BOR about program review findings.
- IAPRC: collects and reviews self-study reports, listens to presentations, prepares a recommendation (program continuation, discontinuation, continuation with modification) for the CAO, and reviews and improves IAPRC processes (forms, procedures, training materials)

The following chart explains the roles, responsibilities, and deadlines for all program review-related activities in far greater detail.

<b>Month</b>	<b>Program Directors</b>	<b>Division Directors</b>	<b>CAO</b>	<b>IAPRC</b>
January (calendar year of review)	Receive notification of program review (scheduled for coming academic year)	Receive notification of program review (scheduled for coming academic year)	Notify Program and Division Directors of next year's reviews	<a href="#">IAPRC Chair</a> Requests to be on Faculty Senate Agenda NO LATER THAN 2/15 Meeting
March (calendar year of review)	Receive invitation to attend training to discuss self-study, review process, and timeline	Receive invitation to attend training to discuss self-study, review process, and timeline	Send calendar invitation to Program Directors and Division Directors for April's training NO LATER THAN Spring Break	
April (calendar year of review)	Attend training to discuss self-study, review process, and timeline	Attend training to discuss self-study, review process, and timeline		<a href="#">IAPRC Chair + mentors</a> Provide training to Program and Division Directors to discuss self-study, review process, and timeline
July (calendar year of review)				
August (calendar year of review)				<a href="#">Controller and IR</a> Prepare financial and enrollment data for Program Directors; data will be released NO LATER THAN 15 September
September (calendar year of review)	Receive enrollment, graduate and financial data from institutional researcher by mid-Sept (about the 15 <sup>th</sup> ) Review as soon as possible.	Receive reminder about IAPRC deadlines Fill IAPRC vacancies	Email reminders to Division and Program Directors about report deadlines	<a href="#">IAPRC Chair</a> Orient new members to IAPRC self-study, review process, and timeline

Month	Program Directors	Division Directors	CAO	IAPRC
October (calendar year of review)	Translate Financial and enrollment data to self-study NO LATER THAN 15 October ; Present to IAPRC committee	Attend IAPRC presentations by Prog Directors	Attend IAPRC presentations by Prog Directors	<a href="#">Whole committee</a> Attend IAPRC presentations by Prog Directors to review current year's reports  <a href="#">IAPRC Chair</a> Requests to be on Faculty Senate Agenda NO LATER THAN 11/30 Meeting

<b>Month</b>	<b>Program Directors</b>	<b>Division Directors</b>	<b>CAO</b>	<b>IAPRC</b>
November and December (calendar year of review)	Present to IAPRC ; Receive final IAPRC recommendation and rationale NO LATER THAN 15 December	Attend IAPRC presentations by Prog Directors; Receive final IAPRC recommendation and rationale NO LATER THAN 15 December	Attend IAPRC presentations by Prog Directors; Notify Program and Division Directors of IAPRC recommendation and rationale prior to IAPRC Chair reporting to ET and Faculty Senate	<p><a href="#">Whole committee</a> Attend IAPRC presentations by Prog Directors to review current year's reports; Finalize recommendations (Continue, Discontinue, Continue with Modification) including rationale and forward to CAO's office NO LATER THAN 30 November</p> <p><a href="#">IAPRC Chair</a> Report to ET the recommendations for the current year's reviews; Report to Faculty Senate on recommendations and rationale (information item); Copy final drafts of recommendation and rationale to Shares; Forward completed recommendations and rationale to CPBAC (information item)</p>
January (follow-up year)	Write improvement plan based on final report in consultation with Div Director and CAO	Consult with Prog Directors to craft improvement plan		<p><a href="#">IAPRC Chair</a> Send survey to previous year's Program Directors</p>

Month	Program Directors	Division Directors	CAO	IAPRC
February (follow-up year)	Submit improvement plan to Div Director/CAO (as an action plan)		Routes funding requests to CPBAC; routes supervisory issues to Div Director; presents final decision about program continuation to ET and notify IAPRC of final ET decisions about program continuation  <b>CAO's office may recommend a program be reviewed sooner than its next scheduled 5-year review to check progress on improvement plans or at the request of the CAO, i.e., items identified by snapshot review.</b>	<a href="#">Whole committee</a> Discuss previous year's process; review results of Program Directors' surveys; make changes to IAPRC process as necessary; Notify Faculty Senate of IAPRC process updates (information item)
March (follow-up year)	Implement improvement plan or establish alternative timeline with Div Director/CAO			
May (follow-up year)	Meet with Div Director/CAO to discuss improvement plan progress			
September (follow-up year)	Brief Div Director/CAO on intermediate progress			
November (follow-up year)			Annual summary report submitted to BOR for previous year's reports	

### III. TIMEFRAME FOR REVIEW

The Montana Board of Regents of Higher Education requires that each campus review all of its programs at least once every seven years. At Great Falls College MSU, programs are internally reviewed on a five-year cycle. This schedule may be accelerated in individual cases at the discretion of the CAO based on a need identified in the annual review of program snapshot data.

Requests for delaying a review are initiated by the Program Director to the Division Director, who determines whether or not to advance the recommendation to the CAO. The decision to delay a review rests with the CAO and normally is granted only in rare circumstances (e.g., normally to coordinate with a professional accreditation review process or to allow a new program sufficient time to conduct a review). Delays are granted normally for one year only.

The office of the CAO updates the program review schedule, and the schedule is maintained on the BOR website.

### IV. SELF-STUDY OVERVIEW

The internal program review process provides a comprehensive, candid, data-driven self-study that focuses on future planning to enhance alignment of community need, MUS initiatives, the College's core indicators and core themes, and the program. The self-study criteria are explained in the following section. Whereas in the past the self-study included a narrative, the current program review process depends on the data and analysis provided by the Registrar and Institutional Researcher.

### V. EVALUATIVE CRITERIA AND SCORING

The following criteria (see chart below) are addressed in data supplied by the Registrar and Institutional Researcher and constitute the bulk of the self-study report.

#### Internal Academic Program Review Scoring Matrix

Approved by Executive Team March 2016

Category	Approved Weight
Projected job openings/Job openings (AAS/CAS/CTS) OR Transfer rate (AA/AS/General Education Certificate)	10
Median wages for graduates employed all four quarters	15
Degrees/certificates production	30
Retention	30
Annual FTE	10
Financial Impact per FTE (Revenue minus Cost)/FTE	5

The evaluative criteria are drawn from the College's core indicators and core themes from the strategic planning process, plus campus priorities and MUS initiatives. Programs will be scored based on their ranking against other programs using these criteria and weights, reflecting institutional priorities and approved by the Executive Team.

For each criterion, a program will be assigned a score of 1-5. Much like through the Academic Prioritization Process, this will result in an overall ranking of programs into quintiles. The decision for continuation, discontinuation, or continuation with modification will rely on this ranking to establish the program's alignment with community need, MUS initiatives, and the core of the College's strategic plan.

## **VI. OUTCOMES OF THE SELF-STUDY AND PROGRAM REVIEW**

### **Internal Program Review Recommendations for Program Continuation/Discontinuation**

After consideration of the self-study report and presentation, the Internal Academic Program Review Committee recommends to the CAO one of the following actions as a result of the internal program review:

1. Program approved for continuation with expectation for sustained performance;
2. Program approved for continuation with modification; or
3. Program recommended for discontinuation.

**In deciding on one of the above recommendations, the Committee will follow three steps:**

1. Look at the overall program score/quintile placement
2. Review each of the sub-scores of the overall program score, in the order of the magnitude of their weight. Where applicable, consider pre-program metrics, per the program snapshot.
3. Consider the program director's presentation

The CAO, with delegated authority from the Dean/CEO, makes the final determination for program continuation.”

### **Improvement Plans**

If a program is recommended for continuation with modification, the Program Director will create an improvement plan in consultation with the Division Director and CAO in order to address any needs, deficiencies, or problems with the program identified either through the self-study, through the review of annual program snapshots, or by the IAPRC.

The improvement plan includes the following elements:

1. Problems, deficiencies, or needs identified by the Program Director in the self-study;
2. Trends, problems, deficiencies, or needs identified by the Program Director, Division Director, or CAO in the annual review of program snapshot data;
3. Problems, deficiencies, or needs identified by the IAPRC in its final report;
4. A plan for corrective action to address any problems, deficiencies, or needs; An implementation timeline for corrective action; and
5. Types of human, fiscal, and physical resources needed to implement the improvement plan.

Timeline and responsibility for development and tracking of the improvement plan is spelled out within the timeline (above).

## **VII. UPDATE OF INTERNAL PROGRAM REVIEW PROCEDURES**

The internal program review procedures are updated as necessary for currency and consistency with institutional changes in structure, strategic planning (core themes and core indicators), data and its availability, and academic programs. Draft changes are submitted by the IAPRC chairperson to the Faculty Senate, and CAO for review and action, as necessary. As with other parts of this process, the CAO's office is responsible for disseminating changes as an informational item to CPBAC and ET.