

# Dixie State University Policy

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## 609 Program Review



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### I. Purpose

- 1.1 Consistent with Board of Regent Policy R-411, each program at Dixie State College will undergo an evaluation every five years; roughly twenty percent of the programs will be evaluated each year. The program faculty will prepare the Program Report, which addresses the topics listed below. This policy recognizes that programs vary, and a program may wish to organize the required sections in a manner suited to its unique program characteristics. Programs that undergo professional accreditation may use the date gathered for that process as long as it is presented in a format required by this policy and the Board of Regents policy. The schedule for Program review shall make every effort to coordinate with professional accreditation schedules.

### II. Scope

- 2.1 The Program Review will include the following:
  - 2.1.1 Program Description: This section will briefly describe the program, including:
    - 2.1.1.1 The program's relationship within the larger institutional organization including departments, divisions, and schools.
    - 2.1.1.2 The major student constituencies served (i.e., student groups as defined by such things as placement scores, intended majors, degrees sought, admission requirements if applicable, or other criteria).

- 2.1.1.3 Main curricular functions of courses in the program (i.e., degrees, certificates, and other credentials and General Education instruction).
- 2.1.1.4 Course series and degree/certificate sequences.
- 2.1.1.5 Major course categories or types within the program (i.e., courses intended to fill particular roles, such as General Education requirements or degree/certificate requirements, etc.).

### **III. Mission and Goals**

3.1 This section will:

- 3.1.1 List and describe goals of the program and desired student learning outcomes for the program. This list should demonstrate how students' knowledge and ability have been enhanced as a result of the program's activities.
- 3.1.2 Indicate how the mission and goals of the program relate to and articulate with the mission and goals of the entire college.

### **IV. Curriculum**

4.1 This section will:

- 4.1.1 List course descriptions (from college catalog and curriculum approval forms).
- 4.1.2 Describe major curricular changes of the past five years, including such things as the addition or elimination of major course series, major requirement changes, changes in placement procedures and the rationale behind these changes.
- 4.1.3 Demonstrate that curriculum is of appropriate depth and breadth, given the institution's mission, size, and goals and provide evidence and justification that curriculum depth and breadth is appropriate, including references to such things as to program offerings at sister schools in the USHE and articulation agreements in Utah.
- 4.1.4 Discuss the nature and extent of course requirements that are based on library and information resources and assess the adequacy of library holdings, including books, periodicals, electronic media, and audio-visual resources in support of this program.

## V. Faculty and Staff

5.1 This section will:

- 5.1.1 List faculty headcount and instructional full-time equivalent (FTE) for faculty and for adjuncts, for each of the past five years. This section will also list faculty degrees, areas of specialization, rank and tenure status, years of experience, and other credentials; involvement with student clubs or services; professional organization participation and professional development activities; membership on college committees; involvement with community services, etc.
- 5.1.2 Report average student credit hours (SCH) per full-time equivalent (FTE) faculty per year (twelve month period) for each of the past five years. Compare student credit hours (SCH) per full-time equivalent (FTE) faculty for the program with similar programs at peer institutions, if comparative data are available.
- 5.1.3 Report staff headcount and FTE. Describe the number and type of support staff assigned to the program and calculate those personnel in terms of full-time equivalents.

## VI. Students

6.1 This section will:

- 6.1.1 List and describe indicators of student goal attainment for the program's intended outcomes to include:
  - 6.1.1.1 Program enrollment data since the previous program review, including enrollment increases and attrition.
  - 6.1.1.2 Graduation rates.
  - 6.1.1.3 Student placement rates and salary data in degree and certificate programs.
  - 6.1.1.4 Transfer data.
  - 6.1.1.5 Other to include: Student satisfaction surveys, vocational follow-up studies, employer satisfaction surveys, results of specialized accreditation as appropriate.

## **VII. Program Assessment**

7.1 This section should address all of the program's goals, and at a minimum, this section should:

7.1.1 Identify program and course student learning objectives and explain how the achievement of those objectives is measured. Summarize data, evidence, and descriptive narrative concerning results of the assessments that have been implemented in the program.

7.1.2 Detail how the results of assessments have been used to improve teaching and learning by describing:

7.1.2.1 Sample assessment instrument such as projects, portfolios, objective tests, national board tests, satisfactory course completion, demonstration of critical skills, etc.

7.1.2.2 Narrative description, including where and when the instruments were applied, how many students participated, and the conditions of implementation.

7.1.2.3 Data summary, showing the results obtained when the assessment instruments were applied.

7.1.2.4 A summary statement of the strengths and challenges of the program, as indicated by the data and evidence and program goal developed in response to challenges.

7.1.2.5 A summary statement of the improvements to the program, as a result of the data and evidence.

## **VIII. Physical Facilities, Equipment, and Technology**

8.1 This section will:

8.1.1 Describe facilities, equipment and technology available to your program. Cite library, media, and information resources, where relevant.

## **IX. Program Costs**

9.1 This section will:

9.1.1 Identify the instructional costs in operating this program for the five year period since the previous program report.

- 9.1.2 Identify support costs relative to this program for the five year period since the previous program report.

## **X. Recommendations, Plans, and Improvements**

- 10.1 Programs may address plans, goals and improvements within each of the preceding sections or in summary in a separate section. In either case, the program will:

- 10.1.1 Highlight successes and achievements and identify challenges.
- 10.1.2 Describe in detail the program's plans, priorities, and recommendations for future improvements to be taken in the next five years to address challenges that have been identified through the program evaluation process.
- 10.1.3 Describe how the program responded to and/or addressed the challenges identified in the previous Program Review Evaluation.

## **XI. Institutional Response**

- 11.1 Upon completion of the Program Review, the Report will be submitted to the Program's Department Chair, Associate Dean, and Dean for their information, and to the Chair of the Institutional Effectiveness Committee, who will oversee the Program Review evaluation process.
  - 11.1.1 An evaluator external to DSC and identified for the program by the Institutional Effectiveness Committee will evaluate the Report. In the case of professionally accredited programs, external evaluators determined by the accrediting body may be used.
  - 11.1.2 The Report and the external evaluation report identifying the program strengths and challenges will be presented to the appropriate Faculty Senate subcommittee for internal evaluation.
  - 11.1.3 The Report, accompanied by the external and faculty reviews, will be returned to the authors to address and to respond to specific findings of the evaluators. The response should include an action plan for addressing identified challenges.
  - 11.1.4 The Vice President of Academic Services will write an Institutional Response based on the external evaluation report, an evaluation by the appropriate faculty committee, and the program's response to those evaluations.

- 11.1.5 The Vice President of Academic Services will present a Program Review Summary, prepared by the Institutional Effectiveness Committee Chair and approved by the Committee, and the Program Review Report, including the Program's Response and Action Plan, to the Academic Council and College Council for approval. The Board of Trustees will review the proposed Institutional Response and approve or alter it.
- 11.1.6 The Program Review Summary will be sent to the Utah State Board of Regents as an "information item" as required in Regents' Policy R-411.

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Policy Owner: VP Academics/Provost

History:

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