PimaCountyCommunityCollegeDistrict
Administrative Procedure

AP Title: **Program ~~and Service~~ Review**

AP Number: AP 3.25.05
Adoption Date: 8/15/00
Schedule for Review & Update: Every four years
Review Date(s):   4/30/14, 5/1/17, 9/1/20
Revision Date(s):   4/30/14, 5/1/17, 9/1/20
Sponsoring Unit/Department: Office of the Provost
Policy Title(s) & No(s).   Curriculum, BP 3.25
Legal Reference:
Cross Reference:

PURPOSE

Program ~~and Service~~ Review is the overall evaluation of the program ~~or service~~. This evaluation includes determining the viability of the program ~~or service~~ and addresses student learning outcomes (SLO). The process ensures that programs ~~and services~~ are of high quality, demonstrate continued improvement, and respond to the needs of the students, industry, and the community. The review contributes to the ~~College and/or campus~~ district planning processes by informing budget decisions, faculty and staff levels, facility changes, and equipment needs.

This Administrative Procedure sets forth the ~~P~~program ~~and Service~~ ~~R~~review processes. All ~~instructional~~ programs ~~and related student services~~ will undergo a full review every four years.

SECTION 1: Definitions

A "program" is defined as a group of specific courses and requirements that culminate in a degree or certificate. ~~including any associated concentrations~~ All degrees and certificates are posted on the College website.

A "service" is defined as an area, unit or office which provides direct services to students, faculty and/or staff.

The list of defined programs and services will be updated by the Provost's Office and posted on the College intranet.

SECTION 2: The Review Process

The Office of Program Quality Improvement (OPQI) Academic Quality Improvement (AQI) is responsible for coordinating and facilitating the annual program review process,. which includes, notifying all participants and administrators of the review schedule, conducting orientations, providing process information, scheduling workshop meetings, and collecting all reports. The process involves faculty, staff, and administrators collaborating in the preparation of a self-assessment document and improvement plan. When appropriate, a person from outside the College, such as an External Advisory Board member, may also provide input.

Data provided may include, The program review will include, as appropriate:, the evaluation of numerous indicators such as but not limited to: cost, enrollment, persistence, retention, completion/graduation/ transfer, curriculum, program level learning outcomes, labor market information, documented program accreditation or State licensure or State approval as a training site, and a program's Selective Admissions criteria.

- Completion/Graduation
- Cost
- Enrollment
- Labor market data
- Persistence
- Retention

Other aspects may include, but are not limited to:

- Advisory committee recommendations
- Articulation Task Force (ATF) recommendations
- Program's contribution to the educational master plan
- Selective admissions criteria
- Student learning outcomes
- Third party accreditation status

~~The service review will include, as appropriate, the evaluation of budget, contribution to student enrollment, persistence, and retention, learning outcomes, core services of the area, and identified data related to the service.~~

SECTION 3: Results

The college's program review process may result in one or more of the following:
- Documented improvement plan
- Funding provided
- Funding withheld
- Inactivation
- Program mergers