INVER HILLS COMMUNITY COLLEGE
PROGRAM/DEPARTMENT REVIEW

PROGRAM/DEPARTMENT REVIEW POLICY AND PROCEDURES

The purpose of program review is to ensure continuous improvement and to provide opportunities to fully integrate college and statewide services for all students.

The Inver Hills Community College Academic Council provides oversight for the program/department review process by establishing a three-year review cycle for all programs/departments. In the inaugural years (2003-06), all programs/departments will participate in the initial activities of program/department review. These activities will consist of internal and external alignment of programs/departments and of review and correction of all program/department academic data. After 2005-06, one-third of all programs/departments will participate in review each year. The Council will review each report and provide timely feedback as the program/department begins to implement its program/department enhancement goals.

Programs/departments may establish a review team or an external consultant team composed of faculty, students, an external faculty member, a counselor, and the responsible dean.

At the beginning of the review cycle, Institutional Research will provide the review team with a *Fact Book*. Throughout the cycle, Institutional Research will also provide additional information requested by the review team.

The program/department will complete a *Program Review Report* that will be submitted to and reviewed by the Academic Council.

PROGRAM REVIEW REPORT

The *Program Review Report* should include the following sections:

   EXECUTIVE SUMMARY
A. INTRODUCTION
B. PROGRAM GOALS AND OBJECTIVES
C. CURRICULUM REVIEW
D. ASSESSMENT OF STUDENT LEARNING
E. PROGRAM RESOURCES
F. PROGRAM ENHANCEMENT RECOMMENDATIONS
   APPENDICES

INVER HILLS COMMUNITY COLLEGE
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PROGRAM REVIEW TIMELINE

	Each program review is expected to take three years: department review and analyses, Academic Council oversight, and department implementation of program enhancement recommendations.
SEMESTER 1	Review *Department Fact Book* from Institutional Research Review program goals and objectives Review curriculum Determine learning objectives and assessment measures Revise existing or construct new survey instruments Begin data collection Write the INTRODUCTION section of the *Program Review Report*
SEMESTER 2	Continue assessments Analyze student achievement Complete Learning Objectives matrix Analyze program resources Write the RESOURCES section of the *Program Review Report* Begin to develop program enhancement recommendations Write a draft of the *Program Review Report*
SEMESTER 3	Write the final draft of the *Program Review Report* Write the EXECUTIVE SUMMARY Present the *Program Review Report* to the Academic Council
SEMESTER 4	Incorporate Academic Council feedback into program enhancement recommendation Begin implementation of program enhancement recommendations
SEMESTER 5	Continue implementation of program enhancement recommendations
SEMESTER 6	Complete implementation of program enhancement recommendations Begin data collection for the next review cycle