

Instructions for Obtaining Data for Program Review

Appendix 1: Assessment Documents

In Appendix 1, you must attach the program's *Core Skills Audit Sheet* (Associate's degree only) and *Curriculum Map*. Programs are required to keep these documents up to date. Please consult the person(s) responsible for Assessment in your program.

Appendix 2: Charts 1-2

Chart 1: Faculty Resources asks for the names and ranks of all faculty members in your program, and the number of credit hours they taught in the last full academic year. You are responsible for compiling this information, or designating someone in your department to do so.

The team leader should send a blank version of *Chart 2: Faculty Credentials* to all faculty in the program for faculty to fill out and return.

Appendix 3: Chart 3-5

The Office of Institutional Research and Planning will provide completed *Charts 3-5 (Student Demand; Retention, Graduation and Transfer; and Student Demographics)* upon request. During the Fall or Summer term prior to Program Review due date, submit a ticket in the NECC Service Desk ticket system (<http://servicedesk.necc.mass.edu>) in the IRP queue. In your request, please specify:

- That you are working on a Program Review and need to be provided the completed Charts 3-5;
- When the Program Review is due;
- What program(s), including program code, your Program Review is for.

Please note that IRP will provide data for the past five academic years. For example, if your Program Review is due in April 2017, the data will include AY 2011-2012, 2012-2013, 2013-2014, 2014-2015, and 2015-2016.

Please expect an approximately 3-4 week turnaround on this request.