

# **NORTHERN ESSEX COMMUNITY COLLEGE**

## **Program Review Year 2022 – 2023 Programs with External Accreditation/Approval/Certification**

**Name of Program:**

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### **Program Review Team Members**

**Name**

**Title**

**DATE:** \_\_\_\_\_

## **INTRODUCTION - BACKGROUND**

### **REGIONAL ACCREDITATION CONTEXT FOR PROGRAM REVIEW**

*NECHE Standard 2.7: The institution's principal evaluation focus is the quality, integrity, and effectiveness of its academic programs.*

*NECHE Standard 4.6: The institution ... on a regular cycle reviews its academic programs under institutional policies that are implemented by designated bodies with established channels of communication and control. Review of academic programs includes evidence of student success and program effectiveness and incorporates an external perspective. Faculty have a substantive voice in these matters.*

### **SCHEDULING OF PROGRAM REVIEWS**

The Office of the Vice President of Academic Affairs shall maintain a copy of the current schedule for programs to be reviewed, including the names of the person(s) designated as program review team leader(s). The schedule shall be developed in consultation with the Deans/Assistant Deans, and shall be posted on the College's website.

**SUGGESTED TIMELINE FOR PROGRAM REVIEW PREPARATION**

Date	Activity
Feb. 18 2022	<b>Inform/:</b> A representative from the Office of Academic Affairs confirms schedule with the Deans and/or Assistant Deans of the programs scheduled for program review (due March 1 of the following year). Deans and/or Assistant Deans designate a team leader to run the program review process.
Mar. 4 2022	<b>Orientation:</b> All program review leaders, their supervisors, a representative from the Office of the Vice President of Academic & Student Affairs, and a representative from Institutional Research & Planning attend an orientation meeting.
Spring/ Summer 2022	<b>Assemble team/Begin meeting:</b> Team leader identifies members of the team and determines which program review template is applicable, depending on accreditation status.
Spring/ Summer 2022	<b>Develop and/or review the program’s mission statement and program outcomes.</b> Team leader may need to communicate with others who are doing assessment work.
Spring/ Summer2022	<b>Develop, review and/or revise curriculum map.</b>
Fall 2022	<b>Request data:</b> Team leader requests necessary data from IRP ( <i>see below</i> ); determines what information is necessary to gather from Dean and other faculty.
Fall/Winter	<b>Complete Program Review document.</b>
Jan. 20, 2023	<b>Submit</b> for Program Coordinator/Department Chair review.
Feb. 17, 2023	<b>Submit</b> for Dean/Assistant Dean/Director review.
March 17, 2023	<b>Submit</b> for Vice President of Academic Affairs review.
May 5, 2023*	<b>Presentations</b> at Annual Program Review Summit. *Tentative Date
May 5, 2023	<b>Deliverables provided to Vice President of Academic Affairs</b> (electronic copies of program review document and of summit presentation).
May 12, 2023	<b>Program review documents posted to website.</b>
June 9, 2023	<b>Dean/Assistant Dean provides written update</b> on progress on program review action plan to Vice President of Academic Affairs.

## **PROGRAM REVIEW**

### **ACCREDITATION/ APPROVAL/ CERTIFICATION**

1. What is the name of the agency that provides accreditation/approval/certification to your program?
  
2. What is the current status of the program? (Please indicate if it is accreditation, approval, certification, or other.)
  
3. On what date was the last status awarded?
  
4. What is the anticipated date of the next approval, certification, accreditation, etc.?
  
5. How often does the program file an official report with the agency?
  
6. Where is the program currently in the review schedule (e.g., year 3 of a 7 year cycle)?
  
7. Attach any relevant accreditation/approval/certification documentation.
  
8. Describe the program's major strengths.
  
9. Has the program received any citations/recommendations from the accrediting body? If so, please describe them.
  
10. Describe the program's major challenges and areas for improvement and describe any recommendations for actions to address those challenges.
  
11. Complete attached RESOURCES REQUESTED form.
  
12. Complete attached REVIEW SUBMISSION form.

## 11. RESOURCES REQUESTED

If any specific resource needs were identified in this program review, please list these resources below, indicating for each whether the type of resource needed is Equipment, Personnel, Space, or Other. If applicable and known, provide vendor and estimated cost information.

SECTION	RESOURCE NEED	TYPE OF RESOURCE	VENDOR/ ESTIMATED COST

## 12. REVIEW SUBMISSION

<b>PROGRAM:</b>	
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Submits this Program Review document in fulfillment of the NECC requirements for a comprehensive and systemic review of each academic program.

<b>Individual Responsible for Completing the Program Review</b>	
Name:	Title:
Signature:	Date:
<b>Program Coordinator</b>	
Name:	
Signature:	Date:
<b>Department Chair (if appropriate)</b>	
Name:	Title:
Signature:	Date:
<b>Assistant Dean/Director</b>	
Name:	Title:
Signature:	Date:
<b>Dean of Division</b>	
Name:	Title:
Signature:	Date: