

# PROGRAM / DISCIPLINE REVIEW INSTRUCTIONAL GUIDEBOOK

## Mesabi Range Community & Technical College Program Review Guidelines\*

The purpose of Program Review of Mesabi Range College is to study each program of the College every five years in a manner that will accommodate improvement, change, and recognition of a job well done. Only by taking the time to look thoughtfully at various aspects of all programs (instructional and non-instructional) can we assess the needs and determine the future direction of the College. Program Review provides the opportunity to contemplate and reflect about what works and what does not work within our programs. The process can be very productive and a worthwhile learning experience for the program being reviewed and the entire College. Program Review emphasizes the assessment of student learning at the program level and is one facet of assessment that helps Mesabi Range Community & Technical College improve learning.

## Program Review Instructional Guidelines\*

### I. Overview of the Program

- A. Description of the program (*philosophy, purpose, mission of program, etc.*)
- B. How are the Mesabi Range Community & Technical College Mission, Goals, and Guiding Principles reflected in your program?

### II. Assessment Related to Mesabi Range Community & Technical College Core Abilities

#### A. Learning Goals

##### Integration of Core Abilities into Program

1. Explain how these goals are integrated into the programs curriculum.
  - Communicate Effectively
  - Think Critically
  - Demonstrate Mathematical Skills
  - Use Information Technology
2. Describe primary learning goals assessed in this program (*List outcomes that are important for students in your program*)
3. Review of courses and suggested program (*Review all course outlines*)
4. Specific assessment measures
  - How will you measure the outcomes of the program level?

- 5. Assessment timeline
- 6. Assessment findings
- B. Assessment: Advisory Council or External Survey  
If possible, include external assessment of program, i.e., employer survey, college follow-up survey, consultant assessment, etc. Advisory council and student follow-up surveys required for all occupational programs.
- C. Other Program Goals

**III. Assessment: Professional Development**

Discuss the types of professional development that your faculty and staff have participated in during the past three years.

**IV. Assessment: Program Enrollment and Costs**

- A. Program Enrollment  
Compare the student enrollment over the last three years. Please discuss any significant changes--increases or decreases.
- B. Program Costs Based on MnSCU Data

Purpose - to determine is the program within 10% of the MnSCU average. Only those greater than 10% above MnSCU average need to provide an explanation. (Standard would be based on MnSCU FYE per program discipline.)

**College Cost per FYE by Level (In District Only)**

Program/Discipline

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Year	FYE	Cost per FYE
FY 02		
FY 01		
FY 00		

**FYE and COST per FYE**

Program/Discipline

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Year	Annualized In Dist FYE	Cost per FYE
FY 02		
FY 01		
FY 00		
<b>3 Year Averaged Cost Per FYE</b>		

**Program/Discipline Efficiency cost per FYE (Based on Three-year Average)**

	FYE	Cost Per FYE	
Close to MnSCU Average			Within 10%
Below MnSCU Average			Greater than 10% below
Above MnSCU Average			Greater than 10% above

If program/discipline three year FYE average is under 10% of MnSCU average or three-year average cost per FYE is over 10%, the program/department is asked to explain the apparent inefficiency and/or offer whatever ideas it has to achieve greater efficiency.

**Explain if above/below MnSCU average (Completed by program review committee)**

**Number of Graduates (Occupational Programs Only):**

**Number placed in Occupational/Related Area (Occupational Programs Only) :**

**C. Enrollment Limitations**

- Does your program have a limit on number of students due to faculty, facilities, equipment, etc.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is the program at maximum capacity? \_\_\_\_\_ Yes \_\_\_\_\_ No
- How can your program address new audiences? (*Example: evening students, outreach, continuing education for credits, etc.*) Discuss room for growth in number of students and ideas for recruitment.

**V. Assessment: Facilities and Equipment**

A. Facilities

1. Is the facility appropriate for the program? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Up to date and properly maintained? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain. (*National guidelines, number of students, etc.*)

B. Equipment

1. Is the equipment appropriate for the program? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Up to date and properly maintained? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain. (*Not current to educate students, number of students, etc.*)

**VI. Review of Printed Material and Web Site (*If your program has a site*)**

A. Review all printed information about your program (*course catalog, brochures, etc.*)

1. Is it appropriate and current for your target audience?
2. Does the appearance of the document represent the College in a professional manner?

B. Review of the Web Site Developed for your Program

1. Is it appropriate and current for your target audience?
2. Does the appearance of the web site represent the College in a professional manner?

**VII. Recommendations from Previous Program Review**

Discuss the recommendations from the previous program review and the action that has been taken.

**VIII. Summary of Strengths and Limitations**

A. Strengths

Noted achievements and strengths of the program in the past three years. (*Focus on the program. If individual faculty achievements are listed, please demonstrate how they strengthen the program.*)

B. Limitations

**IX. Future Direction**

- A. Recommendations and plan for improving student learning/program.

1. Non-fiscal (Plan for making improvements that involve budgetary decision-making. *If additional faculty or staff are recommended, please include a detailed analysis of cost, FTE information, and justification. If a report includes recommendations that involve budget decisions, the program must be responsible for taking the request through the appropriate budget process during the following year.*)
  - a. Short Term (*1 to 2 years*)
  - b. Long Term (*Estimated time?*)
- B. Vision for the Future  
Dream and consider possibilities for the program based on audience, standards in education, market demand, or other concepts that you define.

\* Western Wyoming Community College (Dr. Colleen Altaffer-Smith) provided a Program Review plan to our assessment committee that served as a model for this format.

### **Program Review Schedule**

**September/October** Goals established and methods of assessment selected – report to Provosts and Assessment Coordinator (memorandum giving brief summary of Progress)

**December** Reports completed and given to Provosts and Assessment Coordinator

**March** Final Reports to Provosts and Assessment Coordinator

**May** Final Reports to Provosts to give to College President