

# Mesabi Range Community & Technical College Program Review Guidelines

## Non-Instructional Guidelines\*

### I. Overview of the Program

- A. Description of the program (*philosophy, purpose, mission of program, etc.*)
- B. How are the MRCTC Mission, Vision Statement, Goal Statements and Guiding Principles reflected in your program?

### II. Assessment Related to Goals for Student Success

- A. How are the MRCTC Core Abilities reflected in your program?
- B. Who are the customers/clients served by your program?
- C. Describe how your program contributes to student learning through serving these customers/clients.
- D. Customer/Client Satisfaction Survey results.

### III. Assessment: Regulations Compliance

Discuss regulations imposed by outside agencies (*if applicable to the program*).

### IV. Assessment: Staff Development

Discuss the types of staff development that your employees have participated in during the past 3 years. Some examples may include:

- Customer Service
- Blood Born pathogens
- Conflict Resolution
- Computers
- Other \_\_\_\_\_

### V. Assessment: Program 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.

#### 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.

**VI. Review of Printed Material and Web Site (if one exists)**

A. *Review all printed information about your program.*

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 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?

C. *Recommendations from Previous Program Review*

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

**VII Summary of Strengths and Limitations**

A. *Strengths*

Noted achievements and strengths of the program in the past 3 years. (*Focus on the program. If individual employee achievements are listed, please demonstrate how they strengthen the program.*)

B. *Limitations*

**IX. Future Directions**

A. *Recommendations for Improvement*

1. **Non-fiscal** (*Plan for making improvements according to assessment information.*)
  - a. Short Term (*1 to 2 years*)
  - b. Long Term (*Estimated time?*)
2. **Fiscal** (*Plan for making improvements that involve budgetary decision-making. If additional staff is recommended, please include a detailed analysis of cost 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.