

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 MRCTC 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 MRCTC Mission, Goals, and Guiding Principles reflected in your program?

II. Assessment Related to MRCTC Core Abilities

- A. Learning Goals
Integration of Core Abilities into Program
 1. Explain how these goals are integrated into the program's 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 3 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
- C. Enrollment Limitations
1. 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
 2. How can your program address new audiences? (*Example: evening students, outreach, continuing education for credit, 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 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 3 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.

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

*Western Wyoming Community College (Dr. Colleen Altaffer-Smith) presented its Program Review process to our assessment committee that served as a model for these guidelines.

Program Review

Non-Instructional Guidelines

- I. Overview of the Program
 - A. Description of the program (*philosophy, purpose, mission of program, etc.*).
Define services and how the program fits into the College as a whole.
 - B. How are the MRCTC Mission, Goals, and Guiding Principles reflected in your program?

- II. Assessment Related to MRCTC Core Abilities
 - A. How are the 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.