

G. – The tool used by internal reviewers to evaluate programs against quality performance expectations. Performance is based on a five-point scale with the minimum acceptable performance rated at level three—Program meets program review template guidelines and performance expectations.

H.

C. Program Review Scope

Each individual President's Cabinet member determines the review scope and structure for his/her organizational area. Programs can schedule and fund supplemental external-to-the-College program reviews, but these will complement this internal procedure, not substitute for it.

D. Typical Program Review Time Line

Selected non-academic programs undergo program review every five years. The review process uses the below annual time line.

September	Orientation meetings for the program review process and electronic self-studies
Sept thru Mid-Jan	Assigned programs/units complete the program review self-study reports
Mid-Jan thru Mid-March	Non-Academic Program Review Committee (PRC) reviews self-studies & provides online written feedback
Mid-March thru March	Programs/Units provide online written responses to the review committee feedback, concerns, and questions
April	Programs/Units meet with the PRC for a summary interaction
May	Programs/Units finalize the program review executive summaries
Summer	The executive summaries and PRC actions are submitted to the Board of Trustees

E. Non-Academic Program Review Committee

- 1) Program Review Committee members are campus employees who may or may not be members of College Council with the exception of the Program Review Committee chair and College Council co-chair who will be members of College Council.
- 2) The Program Review Committee will:
 - a. Critically review the comprehensive program review reports
 - b. Commend outstanding programs
 - c. Endorse program action plans for improvement
 - d. Recommend completed program reviews to President's Cabinet for final acceptance and approval or recommend to the Cabinet that programs with low rubric scores complete further study and provide follow-up reports.
 - e. Determine and publish the review cycle for all programs
 - f. Post the completed program review self-studies online
- 3) The Program Review Committee will consist of the following members:
 - a. Program Review Committee chair (**appointed by the President's Cabinet**)
 - b. College Council co-chair (appointed by College Council)
 - c. One staff member from each Cabinet area (appointed by the Cabinet Members)
 - d. Associate Vice President of Institutional Effectiveness
 - e. One academic dean (appointed by the VPAA)
 - f. One faculty chair (appointed by the VPAA)
 - g. Director of Grants and Special Projects and/or representative from a compliance management area
 - h. Staff members whose programs will be reviewed in the subsequent years will be appointed by the associated Cabinet members. These staff members will not be full members of the Program Review Committee, functioning only to gain an understanding of the review process to assist their programs with future reviews.

