



Rowan College of South Jersey

Administrative Procedure: 3009

PROGRAM REVIEW

Overview

The College engages in program review for the purpose of continuous and meaningful improvement of existing academic and non-academic programs. The program review process is designed to integrate decision-making with strategic-planning and budgeting, regional and specialized accreditation processes, and student-learning outcomes.

Comprehensive information on each component of the program review process is provided in the *Academic Program Review Manual and Procedures* and in the *Non-Academic Program Review Manual and Procedures*, available on the Academic Services drive and on SharePoint. The manuals will reflect all processes as stipulated below.

Scope and Cycle

Programs will be evaluated every five (5) years. Programs subject to review include:

- **Academic Programs:** Academic degree programs include all programs leading to an Associate in Arts or Associate in Science. Generally, these programs are intended for transfer into a four-year college or university.
- **Career Degree and Certificate Programs:** Career degree programs include all programs leading to an Associate in Applied Science. Generally, these programs are not intended for transfer into a four-year college or university. Certificate programs include credit programs leading either to a Certificate or a Professional Development Certificate as well as non-credit programs that bridge into academic degree programs.
- **Programs that include multiple options or special academic and/or professional tracks** will conduct an evaluation of all options within a single comprehensive review.

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- Programs subject to specialized accreditation or regulatory review will be evaluated in accordance with the prescribed review cycle. When necessary, the President or his/her designee may require an alternative review interval for any program.
- Non-Academic Programs: Non-academic programs include the academic, educational, and operational support departments represented within the College's organization charts.

Evaluation Criteria

Programs will be evaluated on the following criteria:

- 1) Program Viability;
- 2) Program Organization;
- 3) Program Effectiveness; and;
- 4) Recommendations and Improvement Plan.

Evaluation criteria will be regularly examined by the Vice President and Provost, or his/her designee, the appropriate Faculty Senate committee(s), College Assembly committee(s), and the Office of Institutional Research.

Objectives

The program review will produce:

- 1) Objective data on which to base program decisions;
- 2) A self-study sufficient to satisfy requirements for program (where applicable) and institutional accreditation;
- 3) Recommendations for the program resulting from external evaluation;
- 4) In the case of Academic Program Review, formal recommendations for the program from joint participation of faculty and administration that includes goals and action items to be accomplished within a specified time period; and
- 5) In the case of Non-Academic Program Review, formal recommendations for the program from joint participation of departmental members and administration that includes goals and action items to be accomplished within a specified time period.

Reporting

Each program review will produce a Program Review Report as described in the *Academic Program Review Manual and Procedures* or the *Non-Academic Program Review Manual and Procedures*. Programs subject to specialized accreditation may present the external accreditation report as the Program Review Report provided an addendum of evaluation criteria and objectives not examined through specialized accreditation are included.

Reports are due to the Vice President and Provost by June 30th of the academic year scheduled or within 45 days after the receipt of the final external accreditation report and/or letter. In specific instances, follow-up reports or information may be requested by the President or his/her designee.

The President or his/her designee will periodically report to the Board of Trustees, and will keep the College apprised of program review outcomes, if any.

Area: Academic Services
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J" and "K".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *3009 Program Review*

Rowan College of South Jersey *Academic Program Review Manual and Procedures*

Rowan College of South Jersey *Non-Academic Program Review Manual and Procedures*

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