

Program Health Reviews

Responsible Unit: Academics, Vice President's Office, Institutional Research and Effectiveness Office

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The program health review is an annual systematic process to assess the extent to which a program is achieving defined objectives and outcomes of the college in order to achieve continuous program improvement. The review is a vehicle for proactive response and allows faculty and academic leadership to see trends as they evolve, identify strengths and weaknesses, and most importantly, develop plans to correct potential areas of weakness.

In the context of measuring BCTC's desired outcomes, the program health review allows faculty and academic leadership to assess the program's contribution to the institution's mission, values, and goals and to plan immediate and long-term initiatives supporting and enhancing educational services and resources to students and faculty.

The program health review involves two levels of assessment. Every program participates in the first level of assessment.

Level I Assessment

Each program coordinator with the assistance of the program faculty and the Office of Institutional Effectiveness and Research compiles data for predetermined indirect and direct measures and target levels of achievement, which are submitted by the coordinator to his or her program assistant dean and the academic dean by December 1. The academic dean reviews and evaluates the report to determine if a satisfactory level of achievement is evident. The academic dean reports the finding of the review to the academic vice president by mid January. At this time if no indicators for a level two review are present within the findings, the academic vice president presents to the college president and faculty council the program health review findings (level I). If specific responses trigger areas of concern in the level I assessment, then a level II assessment of the program health review is indicated.

Level II Assessment

If the findings from the academic dean or the academic vice president identify an area of concern or an area requiring additional information, then a level II program review is required. Announcements of level II reviews are made by February 1. The level II review involves the establishment of an investigative team consisting of three team members (an assistant dean outside of the program discipline, a faculty member, and an administrative staff). The investigative team follows up on areas of concern by conducting a more detailed inquiry into the program findings. Action plans are developed by the program coordinator and

program faculty, along with the division assistant dean, and submitted to the academic dean and the academic vice president. The academic vice president responds to the action plan and submits the results and recommendations to the college president and faculty council.