

PROGRAM HEALTH REVIEW (PHR) PROCESS AT BCTC (8-24-15)

1. Structure of PHR Process

A single PHR will be compiled for programs that have locations at more than one campus (ex: CMM at Danville and Lex).

- a. Academic programs that offer a credential at the Associate in Applied Science (AAS) and Diploma level as highest level credential will participate in the annual PHR process.
- b. All other Associate Degree programs (AS, AFA, AA) will participate in the PHR process as defined by CPE and KCTCS.
- c. Academic programs that offer a Certificate as highest level credential will be exempt from PHR process.

BCTC’s online AIM system will be the vehicle for documenting data elements and comments for PHR’s.

2. PHR Data Elements

All data elements are documented in BCTC’s AIM system in the Program Health Review tab (or Student Learning Outcome tab).

- a. Annual data elements for AAS and Diploma programs:

Data Element	Source	Provider
1. Student Learning Outcomes	AIM	Assessment Coord.
2. External awards/recognition of students, faculty, or program	Program Coordinator	Program Coordinator
3. Graduate satisfaction with program	Alumni Surveys	IPRE
4. Employer satisfaction with program graduates	Employer Surveys	IPRE
5. Job placement data for program graduates	Alumni Surveys/ UI data match	IPRE/KCTCS
6. Pass rates on licensure/certification exams (if applicable)	Program Coordinator	Program Coordinator
7. Enrollment	DSS	IPRE
8. Degrees/credentials	DSS	IPRE

In addition, AAS programs will be subject to a mandated program review by the Kentucky Council for Postsecondary Education (CPE) every five years. During a program’s cycle year (as set by CPE), additional data elements will be compiled:

Data Element	Source	Provider
9. Average actual time and credits to degree completion	DSS	IPRE
10. Credit hour production	DSS	IPRE
11. Student credit hour per faculty FTE	Academics	IPRE
12. Extramural funding	Program Coord.	Program Coord.

3. Roles and Responsibilities

A. IPRE

1. Primary oversight of PHR *process* – timeline, training, AIM maintenance, list of programs, communication.
2. Provide data elements as listed above.
3. Conduct annual alumni and employer surveys.
4. Maintain documentation of annual PHR's.

B. Assessment Coordinator

1. Compile and document student learning outcomes in AIM.

C. Program Coordinators

1. Annually:

- a. Obtain and report licensure pass rates in Peoplesoft (if applicable).
- b. Document extramural funding and external awards/recognition of students, faculty, or program in AIM.
- c. In AIM, note (a) program strengths, (b) areas needing improvement, and (3) how prior year's PHR resulted in improvements in the program.

2. During CPE cycle year (every 5 years):

- a. Provide narrative:
 1. Contribution to the College and Commonwealth.
 2. Contribution to BCTC mission.
 3. Contribution to CPE goals.
 4. Aligns with CPE plan.
 5. Need for duplicative programs.
 6. Collaborative opportunities.
- b. Submit required PHR documentation to Academic VP per timeline (*below*).

D. Assistant Deans and Academic Deans

1. Annually note comments in AIM regarding program strengths and areas needing improvement.

E. Academic VP

1. Primary oversight of PHR *results*.
2. Annually note comments in AIM regarding program strengths and areas needing improvement.
3. Determine institutional recommendation for each CPE review: (a) continue without modification; (b) continue with modification; or (c) close within three years.
4. Conduct final review and submit PHR's to KCTCS by assigned deadlines.

F. Timelines

a. Annual PHR Timeline:

Date	Responsible	Description
Sept. 30	Program Coordinators	Student Learning Outcomes entered in AIM. <i>(AIM system – SLO tab)</i>
Nov. 1	IPRE	Data for Program Health Review loaded into the AIM system. <i>(AIM system - PHR tab)</i>
Nov. 15	Prog. Coord.	Enter licensure pass rates in Peoplesoft (if applicable).
Nov. 30	Program Coordinator	Enter comments on program strengths, areas needing improvement, and how findings from previous year have been used for improvement. <i>(AIM system – PHR tab)</i>
Dec. 1	IPRE	Generate drafts of CPE report for programs in CPE cycle.
Dec. 15	Assistant Dean	Comments on Program Health Review. <i>(AIM system – PHR tab)</i>
Jan. 15	Academic Dean	Comments on Program Health Review. <i>(AIM system –PHR tab)</i>
Jan. 30	Academic VP	Comments on Program Health Review <i>(AIM system – PHR tab)</i> . Determine institutional recommendation for each CPE review.
Feb. 1 – May 1	Academic VP	Submit final reports to KCTCS according to deadlines.

G. Reference documents

These documents are posted in AIM system in *References* tab.

- a. CPE/KCTCS Program Review Process (November 2012).
- b. Overview of CPE/KCTCS Program Review Timeline (November 2012).
- c. CPE User Guide for Review of Existing Academic Programs (2013).

*Compiled by BCTC Institutional Planning, Research, & Effectiveness
Contact Mary Forbes with questions*