



Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policy

I – 110.0 Program Review

Policy #:	I – 100.0
Effective:	June 2001
Revised:	December 2024
Responsible Dept:	Office of the Vice President of Academic Affairs & Workforce Development

1. Purpose

Piedmont Virginia Community College offers a variety of academic and workforce programs that lead to high demand, high-skill jobs or transfer to four-year colleges and universities. The program review process is intended to ensure program health and relevancy in support of the College's mission and vision.

The program review process supports ongoing assessment and improvement for all academic programs at Piedmont Virginia Community College. Responsibility and accountability for all degrees, certificates, and courses at the College are assigned to academic deans, department chairs, and faculty. An analysis of program data will provide information that may be used to:

- a. update and revalidate courses and programs,
- b. identify strengths and best practices across the college to celebrate accomplishments and share across the institution,
- c. examine the extent to which courses and programs have been successful in meeting the needs of students and the community,
- d. inform strategic and operational planning,
- e. identify strategies for continuous program improvement and growth, and,
- f. meet local, state, and national accountability and accreditation requirements

2. Policy Statement

Faculty and staff will participate in a bi-annual program review process to showcase best practices, promote a culture of inquiry, foster continuous improvement, and support student completion. All academic programs and departments will participate in the bi-annual Program Review process to foster continuous program improvement and to support student outcomes across the college.

3. Procedures for Implementation

- a. All academic programs and departments will be reviewed on a bi-annual basis. The schedule of reviews will be communicated.
- b. Academic Affairs and Institutional Effectiveness and Research will work together to schedule the identified Program Reviews during the fall term. The meeting may include the Vice President of Academic Affairs & Workforce Development, dean, department chair, program coordinator, program faculty/staff, and advisors.
- c. Institutional Effectiveness and Research facilitates the collection of five years of results from various degree-level and course-level indicators. Data includes enrollments, average class sizes, retention rates, course completion rates, program completions, and time to degree, among others. Data is furnished ahead of each scheduled meeting.
- d. During the Program Review meeting, each academic manager records observations on trends and results, noting improvement plans underway or to consider in upcoming planning and budgeting activities.
- e. The program faculty and division dean will provide a status report on years that a formal review does not take place. That status report will provide the Vice President of Academic Affairs & Workforce Development with an update on the implementation of improvement plans.
- f. The Academic Affairs & Workforce Development leadership team will debrief on findings from the Program Review meetings to inform upcoming planning activities and potential strategic priorities.
- g. An overview of the Program Review findings, improvements, and potential strategic priorities will be shared with the Curriculum and Instruction (C&I) Committee for additional comments or suggestions.
- h. Results of the program review will be incorporated into the annual planning and budgeting process.

Activity	Time Frame	Person Responsible
Office of Institutional Research, Planning, and Institutional Effectiveness provides required program review assessment data.	By September 15 th	AVP of Institutional Effectiveness and Research
Office of Institutional Research, Planning, and Institutional Effectiveness schedules meetings for all program reviews.	By September 15 th	AVP of Institutional Effectiveness and Research
Identified Program Review meetings take place. During the program review meetings, observations on trends and documentation of program improvement plans are recorded. The Office of Institutional Research, Planning, and Institutional Effectiveness facilitates all meetings.	September 15 th – October 31 st	Program Faculty, Division Dean, VP of Academic Affairs & Workforce Development

Activity	Time Frame	Person Responsible
The program faculty and division dean will provide a status report on years that a formal review does not take place. That status report will provide the Vice President of Academic Affairs & Workforce Development with an update on the implementation of improvement plans.	By December 1 st	Program Faculty, Division Dean, VP of Academic Affairs & Workforce Development
The Office of Institutional Research, Planning, and Institutional Effectiveness provides a summary of the scheduled Academic Program Reviews to present the findings to the Academic Affairs & Workforce Development Leadership Team and the President's Cabinet.	By December 1 st	AVP of Institutional Effectiveness and Research
The C&I committee will review the summary of the Scheduled Program Reviews for review and comment.	By January 30 th	Chair of C&I Committee
The program faculty and division dean are responsible for implementing the action plan.	Ongoing	Program faculty and Division Dean
Continuous program improvement plans will be incorporated into the college's strategic priorities, annual planning, and budgeting process and will result in appropriate curriculum changes.	Ongoing	Academic Affairs, President's Cabinet, Institutional Effectiveness and Research