

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 110.0 PROGRAM REVIEW

Policy #:	I – 110.0
Effective:	June 2001
Revised:	September 2008
Responsible Dept.:	VPISS

Purpose

In order to assure that every academic program at Piedmont Virginia Community College offers high-quality instruction and services to its students, the program faculty and division chair will conduct a thorough review of each program at least once every five years. The Office of Institutional Research, Planning, and Institutional Effectiveness will provide predetermined productivity data and requested (optional) supplemental data/research reports.

Policy

All academic programs will undergo a rigorous and systematic review at least once every 5 years as scheduled by the Vice President for Instruction and Student Services.

Procedure

The program review will take place within one academic year. The culmination of the program review is the formulation of an action plan, which addresses maintaining program strengths and solving program weaknesses. Instructions and most data required for completing the review are located on the college's Institutional Research, Planning and Institutional Effectiveness website.

Activity	Time Frame	Person Responsible
Office of Institutional Research, Planning and Institutional Effectiveness provides required program review assessment data	By August 15	Director of Institutional, Research, Planning, and Institutional Effectiveness
Program faculty and division dean review program goals, student learning outcomes, identify and request any additional data needs, determine procedure for using external measures to evaluate student outcomes, and write program review report according to current guidelines.	September 1 - February 15	Program Faculty and Division Dean
At the completion of the examination and analysis of a program(s), the program faculty and division dean will submit the review report and action plan to the Curriculum and Instruction Committee for review and comment.	By March C&I meeting of academic year	Program Faculty & Division Dean
Once reviewed, the chair of the C&I Committee will submit the report, action plan, and any comments to the VPISS for Instruction and Student Services	By last work day of semester	Chair of C&I Committee
The VPISS may accept, reject, or request revision of the report and/or action plan	By August 1	VP for Instruction and Student Services
The program faculty and division dean are responsible for the implementation of the action plan	Ongoing	Program faculty and Division Dean
The division dean will present to the C&I Committee and VP for Instruction and Student Services a follow-up report on the success of the action plan and any new developments with the program(s).	By April of academic year	Division Dean