

Bates Technical College

Program Effectiveness Three-Year Review and Reporting Process

January 17, 2013

OVERVIEW

All professional-technical (career training) programs will be reviewed on a three-year cycle. The process will begin in fall quarter and be completed before the end of summer quarter. The purpose of this review is to gauge the program for its effectiveness in meeting the current and future needs of industry, student achievement, and the mission of the college. The Program Effectiveness Review shall be conducted collaboratively by the program faculty, program dean, and members of the advisory committee.

PROCESS

Fall Quarter:

- All parties are notified by the program dean of the commencement of the review and will be provided a copy of the process.
- Program faculty, assisted by the program dean and the program's administrative support, begin a Program Effectiveness Three-Year Review and Report. Program data will be produced in collaboration with the Institutional Research Department. The creation of the report should begin in fall quarter and be completed no later than the end of winter quarter.
- The program review and report should include but not be limited to the following:
 1. A review of the previous Program Effectiveness Three-Year Review and Report.
 2. Curriculum: Curriculum Guide, Delivery Plan, Syllabi, Book and Supply Lists
 - a. Are certificates and degrees organized so that students can complete each certificate in as few quarters as possible?
 - b. Are entry requirements and prerequisites appropriate?
 - c. Does each course have a consistent college-formatted syllabus with identified student outcomes? Can students easily understand what is expected of them and how they will be assessed?
 - d. Do the book and supply lists indicate requirements for each course?
 3. Enrollment:
 - a. Has enrollment been adequate for the past three years?
 4. Industry Standards:
 - a. Are industry standards and/or certifications embedded in the program?
 - b. If available, does program have industry accreditation?
 5. Facility and Equipment: Does the equipment mirror industry to the extent possible?
 6. Student Achievement:

- a. What are the student completion rates for certificates and degrees, if applicable?
- b. What are student employment rates?

7. Employment Outlook:

- a. What is the employment outlook in this career? Are there jobs available for graduates?
- b. What are the starting pay and benefits in this career field?

8. Other factors that should be considered.

9. An analysis of the data to include strategies for continuous quality improvement with a means to assess progress.

Winter Quarter/Spring Quarter:

- The program advisory committee will review the final report upon completion and give formal feedback to the program faculty and program dean who will incorporate any changes, if applicable.
- Program faculty and program dean will submit the written report to the Instruction Council prior to the council's spring meeting.
- If desired, there will be a short presentation to the Bates Instruction Council by the end of spring quarter.

Summer Quarter:

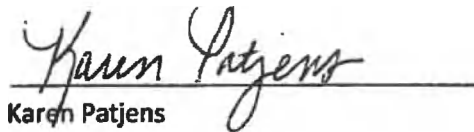
- Bates Instruction Council will provide written feedback to the program no later than one month prior to the end of summer quarter.
- Program faculty shall have the opportunity to respond to the written feedback from the Bates Instruction Council by the end of summer quarter.



Ivan Gorne
Vice President, Student Services,
Facilities & Operations

1-28-13

Date



Karen Patjens
Faculty Union, President

1-28-13

Date