

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY C-1**

**PROGRAM REVIEW PROCEDURES**

**Section 1. General**

- 1.1. Scope — This rule delineates the procedures to be followed by the BridgeValley Community and Technical College (BridgeValley) Board of Governors in the review of existing academic programs.
- 1.2. Authority — West Virginia Council for Community and Technical College Education (Council) Procedural Rule Series 10 (Series 10)
- 1.3. Effective Date — July 12, 2013; Revised Effective Date—June 1, 2015.

**Section 2. The Program Review Process**

- 2.1. The following are the steps departments and schools at BridgeValley will follow to comply with the program review policy adopted by the Council. Series 10 requires the institutions and the institutional Boards of Governors to review all academic programs (certificates and associate degrees) once every five (5) years. Review results are to be reported to the Council.
  - 2.1.1. By May 15, the Office of the Vice President for Academic and Student Affairs (Vice President) informs departments which of their programs will be reviewed in the next academic year.
  - 2.1.2. Program faculty prepare the Program Review Self-Study in accordance with Council Series 10. The Office of the Vice President supplies guidelines for the format of the self-study document, along with the respective dates each step is to be completed. The self-study, including the Board of Governors Cover Sheet, is then submitted to the College President or his or her designee on the date established by the College.
  - 2.1.3. The Vice President or designee and the Academic Standards Committee review all self-studies, assessing the quality of the program and the quality of the review itself.
  - 2.1.4. The Vice President or designee returns the self-study with comments and suggestions for improving the report to program faculty on the date established by the College.
  - 2.1.5. Program faculty make necessary changes in the document and submit the final draft of the self-study to the Vice President for review by the Academic Standards Committee by the date established by the College.

- 2.1.6. The Academic Standards Committee will review the programs in terms of their relationship to the College's mission and the quality of the program and in accordance with Council Series 10. The Academic Standards Committee makes an institutional recommendation for each program in writing to the President, normally by March 15.
- 2.1.7. On behalf of the President, the Vice President will report the recommendations for each program reviewed to the BridgeValley Board of Governors (Board), normally by May 15.
- 2.1.8. The Board will review the recommendations of the Academic Standards Committee and the Vice President. The Board may request additional information or further review before making decisions. The Vice President on behalf of the Board will send the results to the Council and the President on the date established by the Council.
- 2.1.9. The Vice President on behalf of the President will send a notice of the Board's actions to the program chairs.
- 2.1.10. If the program disagrees with the outcome of program review, it may appeal the decision to the Board of Governors by sending a memo to the Board, which is copied to the Office of the Vice President. The memo should describe the basis for the appeal and should include supporting information.

### **Section 3. Programs of Excellence**

- 3.1. As part of the BridgeValley Board program review process, programs can request to be considered for the designation, "Board of Governors Program of Excellence." A program being considered for the excellence designation should meet the following criteria.
  - 3.1.1. Distinction: The program must be one of distinction. It should have received state or national recognition or some other clearly defined indicator appropriate to the mission of the program. External validation of high quality by a nationally recognized body will strengthen the case.
  - 3.1.2. Curriculum and Assessment: The program must have clearly defined and measurable curricular goals and objectives and must regularly assess student learning outcomes. Evidence of a strong assessment plan that utilizes assessment data to improve the program must be included. The program should hold national or specialized accreditation if available and all accreditation criteria must be met fully.
  - 3.1.3. Graduates: Evidence of success of graduates in career placement and or in continuing higher education must be documented.
  - 3.1.4. Faculty: Faculty should hold terminal degrees or have equivalent professional experience; alternative credentials such as work experience in the teaching field may be appropriate. There should be documented evidence of faculty

achievement and scholarly activity. Evidence of innovation in instruction should also be included if appropriate.

- 3.2. The self-study document should provide a convincing statement and include adequate supporting data. Documented evidence of high quality is required. Mere assertion of quality or lists of accomplishments will not suffice. Definitive percentages of program completion, graduation rates, placement, and enrollment are required for this designation. The case will be much stronger if placed in the context of national benchmarks.
- 3.3. Requests for the Board of Governors Program of Excellence designation will be considered by the Academic Standards Committee, which will nominate those programs they feel are worthy of this designation. The Vice President will review the nominations and endorse those that are appropriate. The Board of Governors will consider the nominations endorsed by the Vice President and certify those that they deem appropriate as a Board of Governors Program of Excellence.