

**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 (Board) in the review of new and existing academic programs.
- 1.2. Authority — West Virginia Council for Community and Technical College Education (Council) rules entitled Policy Regarding Program Review, 135 C.S.R. 10; Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs, 135 C.S.R. 11; and Increased Flexibility for Community and Technical Colleges, 135 C.S.R. 37
- 1.3. Effective Date — May 6, 2024

Section 2. Program Review Process

- 2.1. BridgeValley's Board of Governors (Board) establishes the following Program Review oversight process as part of its commitment to support continuous improvement in the quality of its programs.
 - 2.1.1. BridgeValley's Program Review process shall encompass Program Post-audit Review and Program Review processes.
 - 2.1.2. The Board designates the Program Review Committee as the institutional committee responsible for the oversight of the internal program review and reporting processes.
 - 2.1.3. The Program Review Committee shall conduct a post-audit review on each new academic program or concentration, including certificate and associate degree programs, three years after the date of implementation.
 - 2.1.4. The Program Review Committee shall conduct a program review on each academic program, including certificate and associate degree programs, at least once every five years following completion of the post-audit review.
- 2.2. To facilitate the institutional program review process, the Program Review Committee shall develop institutional Program Review and Post-audit Review policies, self-study reporting guidelines, and reporting templates.

2.2.1. The self-study reporting guidelines will, at a minimum, address program financial viability, adequacy, necessity, and consistency with the mission.

2.2.2. The Program Review Committee will review each self-study submission and develop a recommendation for action.

2.2.3. The Program Review Committee's recommendation will be presented first to the Academic Standards Committee, then to the President, and then to the Board for action and referral to the Council for Community and Technical College Education.

Section 3. Program Review Appeals Process

3.1. When an academic unit, in consultation with the division dean, disagrees with the Program Review Committee's post-audit review or program review findings or recommendations, the division dean may submit an appeal to the Academic Standards Committee.

3.2. The division dean may appeal the Program Review Committee's recommendation(s) by sending a memo describing the basis for the appeal and including supporting information and documentation. The appeal request with supporting documentation will be submitted to the Chair of the Academic Standards Committee and copied to the Vice President of Academic Affairs (VPAA) and Chair of the Program Review Committee.

3.2.1. The Academic Standards Committee will review the self-study submission for the program in question and corresponding appeal materials before making a recommendation to either uphold the Program Review Committee's recommendation or make a standalone recommendation that will be submitted to the Board along with the Program Review Committee's recommendation for final review and action.