

**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) ~~Procedural Rule Series 10 (Series 10), 11 (Series 11), and 37 (Series 37)~~ 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 — ~~TBD July 12, 2013; Revised Effective Date—June 1, 2015.~~

Section 2. ~~The~~ 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 ~~program and quality~~ 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.~~2~~ 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 ~~WVCTCS~~ Council for Community and Technical College Education.

Section 3. Program Review Appeals Process

~~2.3~~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. ~~2.3.1~~ 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.

~~2.3~~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.

~~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.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

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.

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.

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.

The Vice President on behalf of the President will send a notice of the Board's actions to the program chairs.

2.1.1.—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.

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.

~~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.~~