

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**ACADEMIC PROGRAM POST-AUDIT**

Date approved by cabinet: May 25, 2023

Effective date: July 1, 2023

Expiration date (5 years from effective date if not renewed): July 1, 2028

Section 1. Policy Statement

- 1.1. To support BridgeValley Community and Technical College's (College) commitment to continuous improvement, new Associate (i.e., AA, AS, and AAS) and Certificate (i.e., CAS) degree programs and program concentrations initiated at BridgeValley Community and Technical College (College) will undergo post-audit review within three years after the date of implementation.

Section 2. Procedures

- 2.1. The Program Review Committee is charged with overseeing the post-audit reporting and review process. The Office of Assessment, in cooperation with the Chief Academic Officer (CAO), will maintain the schedule for programs due for post-audit reporting and ensure timely presentation to the Academic Standards Committee (ASC), Board of Governors (BOG), and The West Virginia Council for Community and Technical College Education (Council).
- 2.2. The minimum post-audit reporting elements are defined by the Council, with additional reporting elements being defined by the College to ensure a thorough review of each new program and program concentration.
 - 2.2.1. In collaboration with the Division Dean, the Department Chair or respective Program Coordinator/Director and program faculty will prepare a Post-audit Self-study using an institutionally approved report template.
 - 2.2.2. As defined by the Council, a post-audit self-study will, at a minimum address each of the following elements:
 - 2.2.2.a. Goals and objectives of the program and the documented need the program was implemented to meet;
 - 2.2.2.b. Courses and the number of credit hours required for each course;
 - 2.2.2.c. Enrollment (headcount and full-time equivalency) and number of graduates for each year the program has been in existence;
 - 2.2.2.d. Placement rate of graduates and type of employment secured;

- 2.2.2.e. Expenditures (total annual) to deliver the program and source of funding;
- 2.2.2.f. Future resource projection requirements and source of funding;
- 2.2.2.g. Total number of full-time and part-time faculty per year to deliver the program;
- 2.2.2.h. Course delivery modes;
- 2.2.2.i. Advisory committee members and how the advisory committee has been utilized for program improvement;
- 2.2.2.j. Program assessment measures that have been developed and implemented.

Section 3. Timeline for Post-audit Review Process

- 3.1. Post audit Self-study reports are to be completed for review three years after implementation (first semester) of the new program or program concentration offering.
- 3.2. Due dates for when completed reports are to be submitted to the Program Review Committee will be determined by the Post-audit reporting schedule maintained by the Office of Assessment.
- 3.3. Following review and recommendations by the Program Review committee, ASC, and BOG, the CAO or designee submits the Post-audit reports minimum reporting elements and institutional recommendations to the Council.
- 3.4. If a program or concentration is suspended prior to the Post-audit Self-study reporting deadline, no report is due. For all suspended programs, the College will notify the Council of the suspension for removal from the Council's program inventory. For all suspended program concentrations, the College will internally remove concentrations from the College's program inventory.