



HLC Accreditation Evidence

Title: Response to Additional
Recommendations for Program Review

URL:

Office of Origin: Vice President of Instruction

Contacts:

- Coordinator of Assessment

Actions for Program Review Recommendations

- **Recommendation: Use a universal reporting format** –In 2018, representatives of the Instructional Division, in collaboration with the Coordinator of Assessment and the Institutional Effectiveness Researcher, designed a standard [Instructional Review Template](#) and a [biennial review schedule](#), including required quarterly goal reports for all programs. In 2019, the committee aligned the review timeline with the institutional Budget and Strategic Planning schedule, and the first round of the new instructional review process commenced.
- **Recommendation: Align Program Review with Barton's Mission and Ends Statements.** – In 2019, the Instructional Council added the following question to the Instructional Review Template: How does the instructional area advance Barton's mission and support the College's ENDS statements? Representative [examples from the Criminal Justice and Fine Arts programs](#) address alignment with the College's Mission and ENDS statements.
- **Recommendation: Require additional program information for marketing, operations, and goals.** The Office of Institutional Effectiveness and the Office of the Vice President of Administration provide customized reports for each program for analysis:
 - Office of Institutional Effectiveness – [Demographic Data Reports Review](#) the reports noted below; reflect on what the data is revealing, what opportunities and/or challenges the data brings to your awareness and what recommendations you have in response to the data review. Please provide a written response.
 - Applicant Statistics
 - Instructional Area General Statistics
 - Demographics (Gender, Age, Race & Residence)
 - Program Majors
 - New Students
 - Time Status (Full/Part-time)
 - Student Performance/Grades for **All Students** in Program Courses
 - Program Awards
 - Venue – Credit Hours
 - Section Fill RateExample: Program Demographics Analysis – [Social/Behavioral Science](#)
 - Office of Vice President of Administration – [Sustainability Data Report](#)
 - Summarize the instructional area's fiscal stability, contributions or losses.
 - What strategies are recommended to enhance the area's revenue generation?
 - Do resources (personnel, technology, physical space, support services, etc.) meet the instructional area's student learning goals and objectives? If not, please describe what needs are being unmet and if available, provide a detailed list of associated requests.Example: Program Sustainability Analysis – [EMHS Program](#)