

College Area Review Academic Program Review Program Viability Review– Implementation Plan

Purpose and Overview

The purpose of the Program Viability Review is to ensure that all programs are functioning at a level that effectively uses the College’s instructional resources, supports the College’s Mission, and serves the needs of students and the College community. The need for a program to conduct a viability review will be considered during the Academic Program Review Process or at the request of the Academic Dean, Vice President/Provost or the Senior Vice President for Academic Affairs.

Timeline for Planning and Implementation of Program Viability Review Process

- October 2016 – College Area Review Committee (CARC)¹ meets to start planning for process.
- February 2017 – CARC meets to further refine characteristics of a viable program and identify “decision” categories of a viability review.
- April 2017 – CARC shares viability review plans with appropriate College groups to communicate the planned process and solicit feedback.
- May 2017 – CARC tests viability review with Academic Program Reviews submitted in May 2017
- Fall 2017 – Implementation of viability review process begins

Potential Operational Structure of Viability Review based on October 2016 Meeting

Viability Review Participants

- The College Area Review Committee
 - recommends the need for the viability review;
 - defines the information needed for the viability review;
 - makes final recommendation to Senior Vice President for Academic Affairs on status of the academic program based on viability review information completed by academic program undergoing the review.
- The SVPAA makes the final decision on the recommendations to conduct a review and the program’s status.
- The program completing the viability review addresses specific concerns as indicated by feedback from the CARC.
- Program faculty, Chairs, Dean, and Vice President/Provost provide support to the program completing the review.
- The Office of Assessment coordinates the logistics of the process and provides additional support as needed.

¹ The College Area Review Committee is a 20-person committee comprised of representatives from the Collegewide Curriculum Committee, Governance Council (faculty, staff and students), Deans, Vice Presidents and Provost, Office of Assessment, and other College administrative units.

Triggers for a Viability Review

- An Academic Dean, Chair, VP/Provost and Senior Vice Provost of Academic Affairs can request a viability review for a program at any time.
- During the regular academic program review process, the CARC can request a viability review of an academic program if the program does not meet the viability criteria established by the committee.

Three Key Viability Metrics

1. Quantitative Metrics	2. Qualitative Metrics
<ul style="list-style-type: none"> • Enrollments • Graduation Numbers • Retention Numbers • Future employment prospects • Cost of program • Transferability of program 	<ul style="list-style-type: none"> • Lack of connection to college mission² • Loss of discipline specific accreditation • Impact on Faculty • Local Needs • Impact on Student FA
3. Key Questions specific to Program (as determined by the committee)	

General Timeline for Viability Review

1. Spring Review by CARC	2. Summer after Review by CARC	3. Fall Semester After Review	4. Spring Semester – Next Academic Year
College Area Review Committee recommends to the Senior Vice President of Academic Affairs that a program needs to complete a program viability review	Senior Vice President for Academic Affairs or designee agrees or disagrees with recommendation for viability review. The Office of the Senior Vice President of Academic Affairs informs the program of the need for viability review and provides instructions on how to proceed.	Programs complete Viability Review	Programs turn in their completed viability review CARC meets to review and give recommendation to SVPAA SVPAA gives final decision before end of spring semester

² Mission Centrality – Defined as a program that responds to state, county, community, social, economic or strategic needs. This is demonstrated by curriculum design, adherence to national or industry standards, high academic rigor, and connection or reinforcement of core competencies as defined by the College’s General Education program.

Suggested Questions to investigate as part of the program vitality review:

- Determine that “enrollment” and “award” headings are actually “declared majors”.
- Capture actual total enrollments within the program to include duplicated and unduplicated head count.
- Provide a metric in regard to staffing of programs. For example, a single faculty program whose productivity (# FT Faculty / total enrollments say) could actually be higher than a two or three-person program.
- Consider that programs bring students to the College and they take general education “service courses” as a result of what brought the student to the college. English, math, psych, and soc are populated by students attracted by “programs”.
- Determine what will be needed in the “out” years speak to being prospective rather than retrospective in regard to decisions about program mix.
- What is the program mix for transferability?
- How have program assessment results been used to improve the performance of this program?
- What retention strategies have been employed to help students succeed in this program?
- What marketing efforts have been effective?
- What are the critical connections of this program to other programs and / or courses offered?
- What are the unique features of this program? Are there any legislative implications to this program? Is this program the only one in the state?
- What are the implication for existing faculty and resources in this program related to the viability review?
- What would be the impact of co-listing this program with non-credit offerings?

Next Steps

- A meeting will be arranged with the Associate Senior Vice President, CAR Coordinator, and program to address and investigate particulars of the program.
- Program produces final report. The final report will be given to the CARC to make final recommendation to the Senior Vice President of Academic Affairs.