Curriculum & Assessment Committee Program Review Checklist

Program: CIS   **CAC Member:**   Kathy Hayes

Date: 2/7/12

Please mark your response to the following statements (numbers before the statements represent the appropriate sections from the Appendix T Program Review):

Statement	Yes	NI (needs improvement or more information)	No
1. **Program:** The program is identified.	X		
2. **Review Period:** The review period is identified. Generally, this is a three-year period and is submitted in May, before the end of the spring semester.	X		
3. **Submitted by & Date:** The person directly responsible for completing the program review submits the review to the committee, through the division chair.	X		
4. **Date submitted:** Date submitted to supervisor.			X
5. **Program Mission:** The approved program mission is included in the review. An effective program mission statement should be linked to the College mission statement and be written in a language so that students and parents can understand it. A mission statement might provide: • A brief history of the program and describe the philosophy of the program • The types of students it serves • The type of professional training it provides • The relative emphasis on teaching, scholarship, and service • Important characteristics of program graduates The mission should have previously been endorsed by the appropriate college committee and approved by the college President.	X		
a. **Program Goals:** The program would include skills the program seeks to provide to the students in the program.	X		
b. **Program History:** This section describes the history of the program. This includes the date of implementation, significant milestones in the development of the program, and significant current activities.	X		
c. Program **Description:** The program description describes the program, including its organization, relationship to other programs in the system, program design, degree(s) offered, and other significant features of the program.	X		
d. Program **Admission Requirements:** This section describes the requirements for admission into the program and other requisites.	X		
e. **Program certificate/degree requirements:** This section specifies the requirements for obtaining a certificate/degree in the program, including specific courses, credits, internships, practical, etc.	X		
f. Program **courses and enrollment:** This section lists courses offered in the program, including number of sections, and course enrollment.	X		
g. Program **Faculty:** This section reports the faculty of the program, including full-time and part-time faculty. The degrees held and rank are provided for the full-time and part-time faculty.	X		

h. Program **outcome analysis:** This section provides a concise analysis of the program health indicators data and assesses the extent to which the established outcomes have been achieved (Assessment worksheets #3, for three years). This is the most important part of the program evaluation. The health indicators data that will be collected and evaluated are the following:	X		
• Program enrollment		X, but earlier years data is missing	
• Graduation rate	X		
• Average class size			X
• Student's seat cost			X
• Course completion rate for the program	x		
• Students' satisfaction rate			X
• Employment data			X
• Transfer rate			X
• Program's student learning outcomes (assessment worksheet #3, for three years)	x		
• Student's learning outcomes for program courses (course level assessment reports)	x		
i.a. **Discussion of Findings:** This section provides discussion of information discovered as a result of the evaluation such as problems or concerns with the program and what part of the program is working well and meeting expectations.	X		
i.b. **Recommendations:** This section provides recommendations from the program on what to do to improve or enhance the quality of program and course learning outcomes as well as program goals and objectives.	x		

Notes & Comments from Reviewers (refer to appropriate section of the program review)
Several health indicators missing: Average class size, student seat cost, student's satisfaction rate, employment data, transfer rate – no reference to it. Is this because there is no data available?