**Academic Pathways**

**Program Review Handbook**

**Draft Arts and Sciences Division**

**Associate of Arts**

**Associate of Sciences**

**Columbus State Community College**

**3/7/18**

*Columbus State Community College maintains a practice of regular program reviews to ensure academic program quality to meet the needs of the institution and its diverse stakeholders.*

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3/7/18ALM

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**Program Review Handbook**

**Purpose**

**The purpose of Academic Program Review is to ensure students are participating in quality, relevant academic programs.**

The review process at Columbus State Community College is designed to demonstrate alignment with quality educational standards for higher education, the Higher Learning Commission (HLC), the Ohio Department of Higher Education (ODHE), and numerous other professional accreditation and approval agencies. Ongoing Program Review focuses on Program quality and student success, and is linked to the College’s Strategic Priorities.

The purpose of the Handbook is to provide an overview of Academic Program Review and the process at Columbus State Community College. Details, instructions, and forms for implementing and processing reviews are provided.

**Standards**

**The Academic Program Review process at Columbus State Community College integrates principles and requirements for review from the Higher Learning Commission and the Ohio Department of Higher Education.**

**Higher Learning Commission**

Columbus State Community College is accredited by the Higher Learning Commission (2017), a body authorized by the U.S. Department of Education. This accreditation body has three different types of accreditation pathways: Standard Pathway, Open Pathway, and Academic Quality Improvement Process Pathway (AQIP). Columbus State Community College participates in the AQIP Pathway. Regardless of pathway used, all colleges must adhere to the five Criteria for Accreditation. Each Criteria is composed of Core Components, and all of these Core Components must be met in order for the Criteria to be met and reaffirmation of accreditation earned.

Two of the Criteria for Accreditation are specific to the academic areas of the College:

Criterion Three: Teaching and Learning: Quality Resources, and Support

Criterion Four: Teaching and Learning: Evaluation and Improvement.

The first item under the first Core Component under Criterion Four is specific to Program Review:

4. A. the Institution demonstrates responsibility for the quality of its educational programs.

1. The institution maintains a practice of regular program reviews.

As an AQIP Pathway College, Columbus State Community College demonstrates adherence to the Five Criteria within a framework of an ongoing eight year cycle of continuous quality improvement activities. In years three and seven of the cycle, the College produces a Systems Portfolio in which six continuous quality improvement categories are addressed. Within these categories, each of the five Criteria are also addressed to demonstrate compliance. During the eight year cycle, the College also demonstrates continuous quality improvement by the submission of yearly action projects and a College team attendance at two HLC Strategy Forums. In the eighth year, a team of reviewers visits the College campus for a Comprehensive Quality Review. During the review visit, the team is highly focused on validating the College meets all five of the Criteria for Accreditation.

**Ohio Department of Higher Education**

**The College must meet the academic standards identified in the Ohio Department of Higher Education (Ohio Board of Regents, 2015) *Guidelines & Procedures for Academic Program Review.***

The guidelines are designed to ensure students are learning in quality academic programs. Documentation of review offers the institution the opportunity to demonstrate alignment with standards of academia in general and specifically to each program. Academic Program Review is considered complementary to institutional review and various accreditation or approval reviews.

**Development**

Initially, Program Review for Academic Degree Programs was designed by an Academic Affairs Program Review Committee led by a consultant to the Office of Academic Affairs and an Assessment Faculty Fellow for the Health and Human Services and Business, Engineering, and Technologies Divisions. Staff from Institutional Effectiveness worked with the committee to automate the data fields in the Program Review Reports, and a user friendly process for downloading specific Program reports templates complete with Program data was implemented. The Program Review forms and process were shared broadly across committees and departments in Academic Affairs as well as with other stakeholder groups at the College for feedback and comments.

Two pilot reviews in the Health and Human Services Division were performed with success, and this was followed by planned implementation of eleven reviews for 2017. The development of Certificate Program Review followed with a slightly different form for programs independent of Academic Degrees.

The Arts and Sciences Division developed a definition of two programs integrating the courses students most commonly take to achieve an Associate of Arts or Associate of Sciences degree. The Associate of Arts Program Review was completed in Spring 2018, and dissatisfaction was expressed with a cumbersome process and results of little value in evaluating the defined program. Consequently, the Associate of Sciences Program Review was discontinued, and a new plan for redesigning Program Review using the Majors under the Academic Pathways was started. The goal is to implement the new process with the first cohort completing in Pathways in Spring 2020.

The Program Review Committee (see Table 1) consults a wide variety of college staff, students, and other stakeholders in the development and ongoing revision of a review process to ensure the quality of all academic programs.

Information for Academic Program Review is available on the Program Review homepage of the college webpage at https://www.cscc.edu/about/acc/program-review.shtml.

Information and assistance may also be obtained by contacting the College Assessment Fellows: April Martin at amagotea@cscc.edu or 614-287-5158, or Adam Moskowitz at amoskowi@cscc.edu or 614-287-5816.

|  |  |
| --- | --- |
| **Table 1: Academic Degree and Certificate Program Review Committee** | |
| **Leadership** | |
| Martin Maliwesky | Vice President of Academic Affairs |
| Adam Moskowitz | Assessment Fellow, Arts and Sciences Division;  Professor in Social Sciences |
| April Martin | Assessment Fellow, Business and Engineering Technologies, and Health and Human Services Divisions; Professor Nursing |
| **Members** | |
| Terrence Brown | Chairperson, Veterinary Imaging and Surgical Technology  Department, Health and Human Services Division |
| Angelo Frole | Dean, Engineering & Technologies Division |
| Steve Levin | Chairperson, Business and Engineering Technologies Division Assessment Committee; Assistant Professor Engineering and Transportation Technologies |
| Greg Goodhart | Chairperson, Mathematics Department, Arts and Science Division |
| Curt Laird | Dean, Health and Human Services Division |
| Bruce Massis | Director of Libraries; Accreditation Liaison Officer |
| Allysen Todd | Dean, Arts and Sciences Division |
| David Tom | Faculty Fellow for Accreditation;  Professor in Psychology: Arts and Sciences Division |
| **Ex-Officio Member** | |
| Anastasia Milakovic | Analyst, Institutional Effectiveness |

**Program Review Cycle**

**Participation - All Academic Degree and Certificate Programs participate in review at the College.**

Division Deans, Program Chairpersons, and Program Faculty participate in the review of each program. Reviews are performed, documented, and submitted according to the schedule posted on the review calendar for the division. Summaries of completed reviews are presented in Assessment Committees at the Department, Division, and College level. An overview of the summaries of reviews is presented to the Board of Trustees of the College.

**Schedule**

Arts and Sciences Academic Pathways Degree Programs are reviewed every 3 years. Program data from the previous 3 years are reviewed and analyzed in the 4th year. The review is presented on the Columbus State Community College Arts and Sciences Academic Pathway Degree Program Review Form.

An overview of the general timeframe for Academic Program Review for the College is in Table 2.

|  |  |  |
| --- | --- | --- |
| **Table 2: Timeframe for Academic Pathway Degree Program Review** | | |
| Analyze Program Data From: | Review Program | Submit Program Review |
| Autumn 2018 through Summer 2019  Autumn 2019 through Summer 2020 | Autumn Semester 2020 | January 15, 2021 |
| Analyze Program Data From: | Review Program | Submit Program Review |
| Autumn 2018 through Summer 2019  Autumn 2019 through Summer 2020  Autumn 2020 through Summer 2021 | Autumn Semester 2021 | January 15, 2022 |
| Analyze Program Data From: | Review Program | Submit Program Review |
| Autumn 2019 through Summer 2020  Autumn 2020 through Summer 2021  Autumn 2021 through Summer 2022 | Autumn  Semester 2022 | January 15, 2023 |

**Process and Due Dates**

The process and timeline for Academic Pathway Degree Program Reviews and review of Reports is presented in Table 3.

|  |  |  |
| --- | --- | --- |
| **Table 3: Program Review Process and Dates For**  **Academic Pathway Degree Programs**  **Due Beginning In 2020** | | |
| **Activity** | | **Due Date** |
| **1** | Designated **Program Faculty** **and** **Staff**   1. Review program during Autumn Semester. 2. Complete Program Review Report Form. 3. Submit completed Review to Division Assessment Committee during Spring Semester. | January 15 |
| **2** | **Division Assessment Committee**   1. Reviews Reports. 2. Sends any comments or recommendations to the designated Program Faculty and Staff. Program Faculty and Staff make any desired changes to their report and return report to Division Assessment Committee. 3. Completes a summary of the Program Review Reports reviewed, identifying any issues, best practices, and trends. 4. Submits summary to Meeting Minutes in Program Review site. | February 15 |
| **3** | **Division Dean**   1. Reviews and signs Division Reports. 2. Meets with faculty and staff completing the Program Review to discuss data trends, goals, and needed resources. | March 15 |
| **4** | **College Assessment Committee**   1. Reviews summaries from Division Assessment Committees to identify best practices, issues, and trends. 2. Communicates this information to Academic Council. 3. Submits summary of committee review to Meeting Minutes in Program Review site. | April 15 |
| **5** | **Academic Council**   1. Reviews summaries from College Assessment Committee identifying best practices, issues, and any college level trends. 2. Interacts with the Vice President of Academic Affairs as needed. | May 15 |
| **6** | **Vice President of Academic Affairs**   1. Reviews summaries from Academic Council. 2. Interacts with the President as needed. | June 15 |

**Calendars**

There are three calendars for Academic Degree and Certificate Program Review:

* Arts and Sciences Division Academic Pathway Degree Program Review Calendar
* Business, Engineering, and Technologies Division Academic Degree and Certificate Program Review Calendar
* Health and Human Services Division Academic Degree and Certificate Program Review Calendar

The calendars list the due dates for submission of documentation of each Program’s Review. The intent of scheduling reviews is to: Promote regular review in accordance with the Higher Learning Commission’s guidelines of one to three years; promote regular review to ensure quality and validity of the program; and coordinate the process of review in a large college with many programs.

While it is a requirement for each Program to abide by the calendar, the calendar may change based on program, college, student, or other stakeholder needs. The schedule on the calendar is made with consideration of various accreditation and approval processes.

The calendar for the Arts and Sciences Division is in Table 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 4: Arts and Sciences Division Program Review Calendar** | | | | |
| **Academic Pathway** | **Department** | **Major** | **Degree** | **Due Date** |
| **Arts, Humanities, and Social Sciences** | Communication | Communication | Associate of Arts |  |
| Theater | Associate of Arts |  |
| English | English | Associate of Arts |  |
| Humanities | Art History | Associate of Arts |  |
| History | Associate of Arts |  |
| Humanities | Associate of Arts |  |
| Philosophy | Associate of Arts |  |
| Religious Studies | Associate of Arts |  |
| Studio Art | Associate of Arts |  |
| Modern Languages | Spanish | Associate of Arts |  |
| Psychology  and  Education | Early Childhood Education | Associate of Arts |  |
| Integrated Science Education | Associate of Science |  |
| Middle Childhood Education | Associate of Science |  |
| Psychology | Associate of Arts | December 2020 |
| Psychology | Associate of Science | December 2020 |
| Social Sciences | Anthropological Sciences | Associate of Science |  |
| Anthropology | Associate of Arts |  |
| Criminology | Associate of Arts |  |
| Economics | Associate of Arts |  |
| Human Development | Associate of Arts |  |
| International Studies | Associate of Arts |  |
| Political Science | Associate of Arts |  |
| Sociology | Associate of Arts | December 2020 |
| **Biological, Physical, and Mathematical Sciences** | Biological and Physical Sciences | Biology | Associate of Science |  |
| Chemistry | Associate of Science |  |
| Systems Engineering | Associate of Science |  |
| Mathematics | Mathematics | Associate of Science | December 2020 |

**Forms**

Each Academic Degree Program and/or Certificate Program presents its review using one form. Some Certificate Programs are embedded as part of an Academic Degree Program and are included in the AAS Academic Degree Program Review. Some Certificate Programs are separate from any degree and are reviewed separately. The College has three forms for documenting Academic Degree Program Reviews:

* Arts and Sciences Division Academic Pathway Degree Program Review Form
* Business, Engineering, and Technologies Division; and Health and Human Services Division Academic Degree Program Review Form
* Business, Engineering, and Technologies Division; and Health and Human Services Division Certificate Program Review Form

The Arts and Sciences Academic Pathways Program Review Form is available to view (do not use, for information only) in Appendix A.

**Descriptions and Definitions**

The following descriptions and definitions are specific to the Program Review Report for the Arts and Sciences Division. All institutional data in the report originates from the operational data store, which holds Colleague data current though the previous day. Tutoring data originates from TutorTrack, and transfer data originates from the national Student Clearinghouse.

**1. Program Profile Data**

**Academic Year:** A year starting in Autumn Semester and ending on the last day of Summer Semester.

**Cohort Enrollment:** Actual students enrolled in a program cohort at the end of the term. For Most programs, cohort enrollment is determined by when a student declared the major. For selective admissions programs that supplied Institutional Effectiveness with a *trigger course* (a course that aligns with a student’s first term in the major), a student is considered a new cohort student for the term when they are enrolled in that trigger course. These programs and courses are listed in Table 7.

**Enrollment:** Any student with active enrollment for undergraduate credit in the specified courses and academic years with the following statuses: Add, New, PA Pre-Req Authorization, PC Pre-Req Conditional, PO Pre-Req Override, and ODS table used – ODS\_STUDENT\_ENROLLMENT.

**Faculty:** Any faculty assigned to any of the specified courses for the academic years in the report. Faculty type is determined by faculty’s current, on the day of the report download, primary position.

**Instructional Type and Instructional Methodology:** Sum of active student counts from active course sections and course section meetings respectively. Instructional Type includes clinical, lab, lecture, or seminar. Instructional methodology includes traditional, web, and blended.

**Number of Departmental Support Staff:** Number of staff. Staff are counted as staff employees based on the department in which the selected program is located. Staff are counted for an academic year if their employment dates overlap with the academic year dates.

**PLA Credit Earned:** Sum of Prior Learning (PR) credits from STUDENT\_ACAD\_CRED categorized into three parts: 0, 1-12, and ≥13. The number of students who fall into each grouping is counted.

**Veterans:** Number of students enrolled in Program courses who have a military status on file with the college.

**2. Student Success Measures**

**College Credit Plus 3.1, 3.2, 3.3:** Students who have a College Credit Plus (CCP) cohort assigned that overlaps with an academic year and enrollment in any of the specified courses in the Report.

**Course Success Rates 1.11, 1.21, 1.23:** The number of successful grades divided by the number of students who received a grade or withdrew. The calculation is:

(Success grades [A, B, C, S]) / (All grades [A, B, C, D, E, S, U, W]).

**Number of Degrees Awarded 2.1 and Years 2.2, 2.3, 2.4:** Number of academic degrees awarded for specified Programs for each academic year in the Report, followed by a breakdown of how long it took those students to earn the degrees. The time to degree is using the ACAD\_NO\_YEARS filed in ODS\_ACAD\_CREDENTIALS, which calculates time to degree from academic Program start date, which is when a student declared the major.

**Number of Students Enrolled at a 4-Year Institution 3.4:** Includes 5 year prior graduates. For example, if a student was enrolled and graduated in the 2007-2008 academic year, the student is checked against the National Student Clearinghouse data in 2013 to see if they had any enrollment activity at a 4 year institution.

**Repeat Course Success 1.3, 1.31:** Percent includes students who are enrolled in a course for the second or more time, and is further separated by students who repeated once or more than once.

**Student Persistence 1.4, 1.5:** Refers to persistence in the Program. Rate calculated as the number of students retained in Program courses in both semesters. For example, of the students enrolled in at least one Program course in Autumn 2012, the percentage of students still enrolled in a Program course the following Spring 2013 is provided.

**TutorTrac 1.6, 1.7:** Number of students who participated in tutoring for any Program specified courses during the semester they were enrolled in that course monitored by TutorTrac. Only tutoring monitored by TutorTrac is included in this data point. Any other known tutoring for students in the Program may be provided by the Reviewer under Student Success measure Analysis 1. Course success rate for students who participated in tutoring for specified course tracked by TutorTrac.

**Instructions**

**Overview of Steps: Video Link:** [**https://youtu.be/BEDxGdCGYKU**](https://youtu.be/BEDxGdCGYKU)

**Overview of Steps (Table 5)**

|  |  |  |
| --- | --- | --- |
| Step | **Table 5 Overview of Steps** | Page |
| 1 | Obtain access to Achievement Analytics | 30 |
| 2 | Generate Program Review Data Report   1. Form is filled with data | 31 |
| 3 | Generate Program Review Financial Forms   1. Financial Overview 2. Program Review Dashboard | 31 |
| 4 | Save the 3 Forms | 32 |
| 5 | Respond to data and additional questions | 32 |
| 6 | Submit completed Form | 32 |

**Detailed Instructions**

**1. Achievement Analytics**

a. Obtain access to Achievement Analytics by enrolling and completing Columbus State Community College course *OIE-101* *Achievement Analytics-Basics* from the Office of Institutional Effectiveness.

b. Questions or requests can be submitted through the online Information Request Form at <http://web.cscc.edu/inforequest/> or through the left menu *Make a Request* on the Achievement Analytics website available on the Office of Institutional Effectiveness homepage <http://www.cscc.edu/about/oie>/. Support is also available by contacting Alicia Croft [acroft3@cscc.edu](mailto:acroft3@cscc.edu) (614) 287- 2471 or Paul Rusinko [prusinko@cscc.edu](mailto:prusinko@cscc.edu) (614) 287-3805.

**2. Generate Program Review Data Report**

1. From a Columbus State Community College (CSCC) network, open and use Internet Explorer. Do not use Chrome or Mozilla Firefox. Achievement Analytics is not available outside of the CSCC network.
2. Open Columbus State Community College Webpage.
3. In Search Bar, type *Institutional Effectiveness* or type in *oie.cscc.edu*.
4. Go to *Achievement Analytics* homepage.
5. Select *Program Review* from left.
6. Select *Click here to generate A & S Report.*
7. Select which Program or Programs for review by selection of desired Program Alpha identification. For example, to review the Nursing Program, 3 Program Alphas are selected: NURS.AAS, NURS.OOS, and NURS.WEB.AAS. Program Alphas are available on the Division Calendars in this handbook.
8. Once the course drop down populates, carefully select all courses specific to the Program Plan of Study for the 3 years included in the review.
9. Select most recent year of the reporting period to be included. Three years will be included in the Report.
10. Click *Apply* to run the Report with the selections.
11. Once the report is generated, click on *Actions → Export → Word* to create a Word file for individual faculty use for analysis. Open and save the report to desktop, shared drive, or other location as desired for use.

**3. Generate Program Review Financial Overview and Program Review Dashboard**

1. From Program Review homepage, click *Financial Overview.*
2. Scroll down to select Program.

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1. Save Financial Overview file to desktop, shared drive, or other location as desired for insertion into Program Review Form under Fiscal Information.
2. From Program Review homepage, click *Program Review Dashboard.*
3. Scroll down to select Program.
4. Save Program Review Dashboard file to desktop, shared drive, or other location as desired for insertion into Program Review Form under Fiscal Information.

**4. Save 3 documents: 1. Program Review**

**2. Financial Overview**

**3. Program Review Dashboard**

**5. Respond**

a. Review and analyze data, develop goals, and respond to questions.

b. If printing from Word, it is best to select Letter as paper size.

b. Sign Form and obtain other needed signatures.

**6. Submission**

Once complete, submit the Review Form:

1. Open the **Columbus State Community College Webpage**: https://www.cscc.edu/
2. Select **Faculty & Staff**.
3. Select **Faculty & Staff page**.
4. Select **Accreditation**.
5. Select **Program Review**.
6. Select appropriate division under **Submit & Review Reports.**
7. Log in as directed with user name and password.
8. Select appropriate division.
9. Click **Upload**.
10. **Choose File** and upload the completed Program Review.
11. Click **OK.**
12. Select **Academic Program** from dropdown box.
13. Click **Check in**. The Program Review is now submitted.

To delete a submission:

1. Highlight item to be deleted.
2. Click ellipsis.
3. Click second ellipsis in box titled with document.
4. Click delete.

**7. Division Assessment Committee Review**

To review a submission:

1. Highlight item to be reviewed.
2. Click ellipsis.
3. Click second ellipsis in box titled with document.
4. Click Properties.
5. Select Committee Name from dropdown box.
6. Click Save.
7. Use Checklist for Academic Program Review, BET HHS, as desired:

**8. Dean Review**

To review a submission:

1. Highlight item to be reviewed.
2. Click ellipsis.
3. Click second ellipsis in box titled with document.
4. Click Properties.
5. Select Dean from dropdown box.
6. Click Save.

**9. College Assessment Committee Review**

To review a submission:

1. Highlight item to be reviewed.
2. Click ellipsis.
3. Click second ellipsis in box titled with document.
4. Click Properties.
5. Select College Assessment Committee from dropdown box.
6. Click Save.

**10. Academic Council Review**

To review a submission:

1. Highlight item to be reviewed.
2. Click ellipsis.
3. Click second ellipsis in box titled with document.
4. Click Properties.
5. Select Academic Council from dropdown box.
6. Click Save.

**11. Vice President of Academic Affairs Review**

To review a submission:

1. Highlight item to be reviewed.
2. Click ellipsis.
3. Click second ellipsis in box titled with document.
4. Click properties.
5. Select VP Academic Affairs from dropdown box.
6. Click Save.

**Helpful Hints for Submission and Review**

1. Do not use “New”.
2. Do not use “Drag files here to upload.”
3. Be patient as larger documents may take a few minutes to load.
4. Help is available. For Program Review content, submission, or review contact April Magoteaux, Faculty Fellow, amagotea@cscc.edu or 614-287-5158. For submission or review contact Trish Malloy, System Administrator, pmalloy@cscc.edu or 614-287-3856.
5. Archived Reviews are available by clicking Archive on the submission area of Program Review.

**Resources**

Higher Learning Commission. (2017). Systems portfolio. *Accreditation.*

Retrieved from http://www.hlcommission.org/Pathways/aqip-portfolio.html

Ohio Board of Regents. (2015). *Guidelines & procedures for academic program review.* Retrieved

from https://www.ohiohighered.org/programshare

**Appendix A: Academic Pathway Degree Program Review Form**

**For Information Only.**

**Do Not Use This Copy of Form.**

**Obtain Form with Data from Achievement Analytics.**

*Under construction….*