I.A

Program Information

Complete the table in the narrative box below. Table rows will expand as you begin typing.

Status

☑ Under Development ☐ In PRC Review ☐ In Administrative Review ☐ Published

Evaluation

☐ Excellent ☐ Satisfactory ☐ Needs Improvement

     Due Date: 10/15/2012

Assigned User: None

Narrative

Program:	
Director:	
Organizational Placement:	
Program Review Team:	

SACS reference 3.2.7

I.B

Introduction

Address the questions in the narrative box below.

Documentation: Most recent program review, available in the document directory. Attach as a source at the bottom of this page.

SACS reference 2.5

Status

☑ Under Development ☐ In PRC Review ☐ In Administrative Review ☐ Published

Evaluation

☐ Excellent ☐ Satisfactory ☐ Needs Improvement

     Due Date: 10/15/2012

Assigned User: None

Narrative

1. Briefly discuss the history of the program at CCC&TI

2. Discuss the overall status of the program. When was the last program review? *Include a*

discussion of recommendations made at the last program review, if applicable. How were these recommendations addressed?

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I.C

Description of the Program
Address the questions in the narrative box below.

SACS reference 4.2, 4.4

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: 10/15/2012
Assigned User: None

Narrative

1. Catalog description for this program. *(If not applicable, please explain.)*

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2. Degrees/diplomas/certificates offered

   a. List all degrees, diplomas and certificates or other recognitions offered in this program *(If not applicable, please explain.)*

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   b. Is this a cooperative program with other schools? If so, please explain.

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3. Discuss any special entrance requirements for this program, if applicable.

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I.D

Accreditation

Address the question in the narrative box below. If the program is accredited and you wish to use that report as documentation for the program review, contact the Office of Institutional Effectiveness and Research.

Documentation: If applicable, place the report or audit with the director's comments in the document directory and attach it as a source at the bottom of this page.

Status

☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

      Due Date: 10/15/2012

Assigned User: None

Narrative

Is the program accredited or certified through an external agency? If so, indicate the agency here.

>

II.A

Program Mission

Address the questions in the narrative box below.

SACS reference 2.10

Status

☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

      Due Date: 10/15/2012

Assigned User: None

Narrative

1. Provide the program mission

>

2. Mission Statement

a. Does the program mission appear on all assessment plans and reports?
b. Does the program mission appear on other documents?
   (May include planning documents, program publications, web site, etc.)
b. Discuss how the program mission reflects the mission of the institution.
c. Discuss how it indicates support for the insitutional strategic plan.
d. Is it reviewed on an annual basis?

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II.B

Advisory Committee
Address the questions in the narrative box below.

Documentation: Minutes from the last two Advisory Committee meetings. Place in the document directory and attach as sources at the bottom of this page.

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: 10/15/2012
Assigned User: None

Narrative

1. Provide a list of advisory committee members, their positions and employers.

<div style="border:1px solid black; height:80px;"></div>

2. Discuss how the composition of the committee is representative of the profession, *which may include practitioners, students, retirees, etc.*

<div style="border:1px solid black; height:80px;"></div>

	Yes	No
3. Does the Advisory Committee meet at least twice each year?		
4. Are the minutes sent to the Institutional Archives?		

5. Discuss how the program directory solicits and acts upon recommendations from the advisory committee. How is any action based on those recommendations documented?

<div style="border:1px solid black; height:80px;"></div>

II.C

Faculty

Address the questions in the narrative box below.

SACS provides no specific levels of academic credit for faculty. However, they are firm that qualifications must be adequate to support the program. The institution has identified minimum requirements for each faculty position.

Documentation: List full- and part-time faculty and their credentials on the Credentials tab. Indicate SACS compliance for each faculty member. You may use the roster from either the spring 2012 or fall 2012 semester.

SACS reference 2.8, 3.7.1

Status

☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation

☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

       Due Date: 10/15/2012

Assigned User: None

Narrative

1. Discuss steps that are taken to ensure that distance learning (including hybrids) instructors are technically qualified? Are these qualifications documented in any way? *List campus development opportunities for faculty teaching distance learning classes, orientation to new faculty, and strategies for including part-time faculty in the activities.*

2. Discuss how the faculty remains current in the field. Include a list of professional development activities.

SACS reference 3.7.3

II.D

Documentation

Address the questions in the narrative box below.

SACS reference 3.4.3

Status

☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation
☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

　　　Due Date: 10/15/2012
Assigned User: None

Narrative

1. Does the program maintain a policies and procedures manual, program guide, student handbook or other guide or manual separate from general college publications? If so, please list them and indicate the last date of revision. Is it reviewed on a regular basis?

| |
| |
| |

2. List local, state and federal program-specific mandates (other than accreditation discussed earlier) and discuss how they impact the program. (Include mandates/laws specific to the programs such as OHSA regulations for Autobody program, NC Health regulations for Cosmetology, etc.)

| |
| |
| |

III.A

Curriculum
Address the questions in the narrative box below.

Documentation: Two examples of course syllabi. Place course syllabi in the document directory and attach as sources at the bottom of this page.

Status
☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation
☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

　　　Due Date: 10/15/2012
Assigned User: None

Narrative

1. List the program of study for this program.

SACS reference 2.7.2, 2.7.3, 2.7.4

| |
| |
| |

2. When was the program of study or course sequence last reviewed? Discuss the process of review and what revisions were made.

SACS reference 3.4.12

3. Review and comment on the program data report. What factors are considered when making decisions concerning curriculum or course changes? Discuss how data is used for decision-making.

SACS reference 4.2

4. Course Syllabi

	Yes	No
a. Are course syllabi on file in the Document Directory for each course?		
b. Do syllabi contain applicable student learning outcomes?		

c. How often are course syllabi reviewed? Discuss the review of course syllabi.

III.B

Instruction
Address the questions in the narrative box below.

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: 10/15/2012
Assigned User: None

Narrative

1. Discuss enhancements to instruction in the program.
Include innovations developed and implemented since last review, such as new methodologies, designs, or classroom innovation. Include any alternative learning formats, such as equipment, simulators, or instructional technology, if applicable. Include innovations developed and

implemented since the last review. Also include specific technology faculty use to promote student success. (Note: technology resources for student learning appears in section five: resources)

>

2. Special Activities

a. Community: discuss any activities or projects the director of students (or student clubs) has undertaken *with other educational institutions, the community, or business/industry which strengthens or markets the program.*

>

b. Contracts, Consortia, Partnerships

Is part of the instruction provided by other collegs, agencies, institutions, etc. through contracts or consortia?

Are there articulation agreements with other colleges or state agencies to facilitate transfer? If so, please discuss. (Include items such as clinical networks, co-op programs, agreements with other colleges, etc.)

>

c. Discuss any special activities or awards that distinguish the program.

>

IV.A

Planning

Address the questions in the narrative box below.

Documentation: Plan of Action for 2012-2013; Plans of Action Reports (closing the loop) for two years, available in the document directory. Attach as sources at the bottom of this page.

Status

☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation

☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

     Due Date: 10/15/2012

Assigned User: None

Narrative

1. Discuss planning efforts. Provide a general discussion of the planning process in the program. Provide evidence that planning is used for improvement.

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2. Plans of Action/Plans of Action Reports: Are requests supported by data?

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3. Are strategies that aren't accomplished carried forward on the POA or replaced with alternative requests? Give examples such as creative scheduling, efficiencies, alternative plans, etc.

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IV.B

Assessment
Address the questions in the narrative box below.

Documentation: Current assessment plan and two years of assessment reports, available in the document directory. Attach as sources at the bottom of this page.

SACS reference 3.3.1, 3.4.1

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: 10/15/2012
Assigned User: None

Narrative

1. Provide a general discussion of the assessment process in the program. Include evidence that assessment results are used for improvement.

```

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2. Comment on the Assessment Review. How will you address the suggestions made in the report?

V.A

Student Support Services Programs
Address the questions in the narrative box below.

SACS reference 2.10

Status
☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation
☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

Due Date: 10/15/2012
Assigned User: None

Narrative

1. **Describe student services available specific to this program.** How do those services promote student learning and enhance student development?
Include here any specialized application or admissions services, advising, orientations, online or distance learning services, or other services that are underline unique to this program. (Indicate 'does not apply' if your students do not use program-specific student support services.)

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2. If your program does not use any specialized student support services, **describe how your faculty incorporate and promote the use of institutional student support services.**

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V.B

Academic Support Services
Address the questions in the narrative box below.

SACS reference 2.9, 2.10

Status
☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

Due Date: 10/15/2012

Assigned User: None

Narrative

1. **Describe academic support services available, both for students and for faculty of this program.**
Include information specific to the program such as academic support center services, tutoring, advising, counseling, labs, disability services, or information technology. (Indicate 'does not apply' if your students do not use academic support services.)

2. **Describe how faculty and students in this program utilize and promote library services.**
SACS reference 2.9

3. **Describe distance learning services utilized by faculty in this program.** How are distance learning students in need of academic support accomodated? Do distance learning faculty require the use of online resources?

V.C

Computer Resources
In the narrative box below, describe technology resources for students and faculty in this program. Include hardware, software and technical support resources. If new or additional computer resources have been requested, indicate the data used to support the request.

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

Due Date: 10/15/2012

Assigned User: None

Narrative

V.D

Equipment
In the narrative box below, describe equipment used in this program. If new equipment has been requested, indicate the data used to support the request.

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

     Due Date: 10/15/2012
Assigned User: None

Narrative

V.E

Physical Facilities
In the narrative box below, describe the physical facilities housing this program. If new or revised facilities have been requested, indicate the data used to support the request.

SACS reference 3.10.7

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation
□ Excellent   □ Satisfactory   □ Needs Improvement

     Due Date: 10/15/2012
Assigned User: None

Narrative

V.F

Marketing
In the narrative box below, describe marketing methods for this program. Describe any marketing initiatives unique to this program. Has marketing of the program been requested?

SACS reference 4.6

Status
☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

     Due Date: 10/15/2012

Assigned User: None

Narrative

VI.A

Projections

Address the questions in the narrative box below.

Documentation: Current plan of action, current assessment plan, and other documentation as needed. Attach as sources at the bottom of this page.

Status

☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

     Due Date: 10/15/2012

Assigned User: None

Narrative

1. Briefly describe how this program will evolve in the next five years. Include outlook for the profession, potential employment for our graduates, technology innovations and/or other factors that will affect your program over the next five years.

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2. How will this program address these changes in order to meet the needs of future graduates?

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3. What documentation/evidence will demonstrate that you are making progress toward achieving your goals? Discuss changes and improvements to planning, assessment, course outcomes and offerings, etc.

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VI.B

Director's Summary

In the narrative box below, discuss any relevant information not covered in this review. How will the information presented in this report be used for improvement?

Status

☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: 10/15/2012

Assigned User: None

Narrative

VI.C

Evaluation

At the end of the program review process, in the narrative box below, please comment on the program review process. Do you have any suggestions for improvement?

Status

☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: None

Assigned User: None

Narrative

VII.A

IE&R Director Recommendations

IE&R comments and suggestions from the assessment review, including recommendations for future assessment.

Status

☑ Under Development   □ In PRC Review   □ In Administrative Review   □ Published

Evaluation

□ Excellent   □ Satisfactory   □ Needs Improvement

   Due Date: None

Assigned User: None

Narrative

VII.B

Program Review Committee Recommendations

Write your final comments and suggestions for program improvement in the narrative box below. Recommendations will be discussed with the program director, revised and finalized as needed, and reviewed by the Administrative Committee.

Your review is intended to be a peer-review outlining program achievements and concerns and giving suggestions for program improvement as a program director. The program review committee is not responsible for judging program viability or auditing program planning, assessment, or other documentation.

Status

☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation

☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

Due Date: None
Assigned User: None

Narrative

VII.C

Administrative Committee Recommendations

Administrative Committee: Write your final comments and suggestions for program improvement in the narrative box below. Final recommendations will be discussed with the program director and presented to College Planning Council.

Status

☑ Under Development   ☐ In PRC Review   ☐ In Administrative Review   ☐ Published

Evaluation

☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

Due Date: None
Assigned User: None

Narrative