

Instructional Program Review Check Sheet

Program:	
Director:	
Organizational Placement:	
Program Review Committee:	
Administrative Committee:	
	SACS reference 3.2.7

Section One. Executive Summary.				
B.	Introduction	Yes	No	Not Applicable
1.	Is a short history of the program included?			
2.	Is there an earlier program review? [doc]			
	If yes, do remarks about the status of the program include comments about the previous program review recommendations and the ways in which those recommendations were addressed?			
C.	Description of the Program	Yes	No	Not Applicable
1.	Is there a description of the program (as in the catalog)?			
2.a	Is there a list of the various degrees/diplomas/certificates offered?			
2.b	Is this a cooperative program with other schools?			
3.	Are there special entrance requirements for the program?			
D.	Accreditation	Yes	No	Not Applicable
1.	Is accreditation available for this program?			

2.	Is the program accredited? (If yes, the program director should contact the Office of IE&R about using accrediting documentation to complete this review) [doc]			
Remarks on Section One:				
Section Two. Administration of the Program.				
A.	Program Mission	Yes	No	Not Applicable
1.	Is the mission of the program provided?			
2.a	Is the program mission included on assessment plans and reports?			
2.b	Is the mission published in other documents?			
2.c	Does the program mission support the mission of the college?			
2.d	Does the program mission support the institutional strategic plan?			
2.e	Is it reviewed on an annual basis?			
B.	Advisory Committee	Yes	No	Not Applicable
1.	Is there a list of advisory committee members with positions and employers?			
2.	Is the composition of the committee representative of the profession?			
3.	Does the advisory committee meet at least twice each year?			
4.	Are minutes sent to the institutional archives?			
5.	Is there evidence that action based on advisory committee recommendations are acted upon?			
6.	Are minutes from two advisory committee meetings included in the program review? [doc]			
C.	Faculty	Yes	No	Not Applicable
1.	Is there a completed form of faculty and their credentials included in the program review? [Credentials tab]			
2.	Does the program employ distance learning as a teaching method?			
	If yes, does the discussion of how faculty remain current seem reasonable?			
3.	Does the discussion of how faculty remain current seem reasonable?			

4.	Is a list of professional development activities provided?			
D.	Documentation	Yes	No	Not Applicable
1.	Does the program have program-specific documents (policies, procedures, student guides)?			
	If yes, is there evidence they are reviewed in a timely manner?			
2.	Does the program operate under mandates or laws?			
	If yes, is there evidence they are reviewed in a timely manner?			
Remarks on Section Two:				
Section Three. Curriculum and Instruction.				
A.	Curriculum	Yes	No	Not Applicable
1.	Is the program of study included?			
2.	Is there evidence that <u>review</u> of the program of study of course sequence has taken place?			
3.	Does the discussion of data for decision-making seem reasonable?			
4.a	Are syllabi on file for each course?			
4.b	Do syllabi contain applicable student learning outcomes?			
4.c	Is there evidence that course syllabi are reviewed on a regular basis?			
4.d	Are two course syllabi included in the program review? [doc]			
B.	Instruction	Yes	No	Not Applicable
1.	Is the discussion of instructional innovation reasonable?			
2.a	Community: Is there evidence of efforts to strengthen or market the program through the community?			
2.b	Contracts, Consortia, Partnerships: Is this program in collaboration with other colleges?			
2.c	Awards: Does the discussion of activities or awards evidence a distinguished program?			
Remarks on Section Three:				

Section Four. Program Involvement in Institutional Effectiveness.				
A.	Planning	Yes	No	Not Applicable
1.	Is there evidence that planning is used for improvement?			
2.	Plans of Action Reports: Are requests supported by adequate data?			
2.a	Have two years of plans of action reports been included in the program review? [doc]			
2.b	Is the current Plan of Action included in the program review? [doc]			
B.	Assessment	Yes	No	Not Applicable
1.	Is there discussion of using assessment results for improvement?			
1.a	Are examples given?			
1.b	Are two years of assessment reports included in the program review? [doc]			
1.c	Is the current Assessment Plan included in the program review? [doc]			
2.	Are the comments concerning the Assessment Review reasonable?			
2.a	Is there a plan to address the suggestions in the report?			
Remarks on Section Four:				
Section Five. Resources.				
A.	Student Support Services Programs	Yes	No	Not Applicable
	Do the students in the program receive support from Student Support Services?			
	If yes, does the discussion of student services <u>unique</u> to this program include evidence that seems complete and reasonable?			
B.	Academic Support Services	Yes	No	Not Applicable
1.	Do the students in the program receive support from Academic Support Services?			
	If yes, does the discussion of academic support services <u>unique</u> for the program include evidence that seems complete and reasonable?			
2.	Does the discussion of library services seem complete and reasonable?			

3.	Does the discussion of distance learning services seem complete and reasonable?			
C.	Computer Resources	Yes	No	Not Applicable
	Does the discussion of computer resources available for the program include evidence that seems complete and reasonable?			
D.	Equipment	Yes	No	Not Applicable
	Does the discussion of equipment available for the program include evidence that seems complete and reasonable?			
E.	Physical Facilities	Yes	No	Not Applicable
	Does the discussion of physical facilities available for the program include evidence that seems complete and reasonable?			
F.	Marketing of the Program	Yes	No	Not Applicable
	Does the discussion of marketing efforts include evidence that seems complete and reasonable?			
Remarks on Section Five:				
Section Six. Conclusions.				
A.	Projections	Yes	No	Not Applicable
1.a	Does the five year projection for the program seem complete and reasonable?			
1.b	Does the discussion include outlook for the profession, potential employment for graduates, and/or other appropriate factors that will affect the program over the next five years?			
2.	Does the discussion of how the program will address these changes seem complete and reasonable?			
3.	Has consideration been given to documenting progress?			
Remarks on Section Six:				