Operating Standard

Title: Academic Program/Services Review	**Number:** A2100.60

Type: Administrative
Responsible: VP, Academic Affairs; CAO
Related Policies: A2100, A3100, A3200, A3300, A3400
Linked Operating Standards: A2100.00, A2100.05, A2100.10, A2100.15, A2100.20, A2100.25, A2100.30, A2100.35, A2100.40, A2100.45, A2100.50, A2100.55, A2100.65
Related Laws: None
Related External Standards: ICCB Rule 1501.303d, ICCB Program Review Process
HLC Criterion: 1A, 3A, 3B, 3C, 3D, 4A, 4B, 4C, 5C

Statement

Shawnee Community College values ongoing, continuous improvement of its programs to support strategic campus-level planning and decision-making related to instructional programming and academic support services, including but not limited to program revisions, program closures, and revisions to services; address inequities to support program improvement; and support the delivery of locally responsive, cost-effective, high-quality programs and services across our District.

One way to ensure this continuous improvement is through the ICCB mandated statewide program review process. Various program areas and services, including instructional programs, are required to be reviewed once every five years by their respective community college and submitted to the ICCB, but more frequent and continuous reviews (e.g. annual) are encouraged. This operating standard offers guidance and outlines all reporting and submission requirements.

Definitions

These operating standards apply to the four ICCB program/services areas. The following definitions are provided by ICCB:

1. **Career and Technical Education**- A CTE program utilizes a credit-bearing curriculum designed to prepare students for employment in a specific career pathway. This includes programs leading to an Associate in Applied Science (A.A.S.) Degree or Certificate.

2. **Academic Disciplines**- The academic disciplines are the courses and sequences of courses in Communications, Mathematics, Physical and Life Sciences, Humanities and Fine Arts, and Social and Behavioral Sciences.

3. **Cross-Disciplinary Instruction**- Cross-disciplinary instruction is curriculum that incorporates courses from two or more instructional areas. These curricula are designed to support broad goals related to a college's mission and include:
   - · Developmental Mathematics
   - · Developmental English Language Arts
   - · Adult Education and Literacy
   - · English Language Acquisition
   - · Vocational Skills (PCS 1.6)

4. **Student and Academic Support Services**- Student and Academic Support Services are non-instructional activities that support instruction and student persistence and include:
   - · Admissions, Registration and Records
   - · Recruiting
   - · Learning and Tutoring Services
   - · Career and Placement Services
   - · Financial Aid and Bursar Services
   - · Disability Services
   - · Counseling and Advising
   - · Library Services
   - · Athletics
   - · Student Activities

Program Review Process and Timeline

The College has developed the following to inform the ICCB Program Review Timeline:

1. Dean of Transfer & Adult Education Programs shall prepare program review templates for academic programs and service areas under review for upcoming year, share templates with Institutional Effectiveness (IE) and, notify and share templates with faculty and services areas up for review, and schedule annual program review fall meeting by August 30.
2. IE shall complete labor market information for CTE/Allied Health program review templates and conduct CROA Dashboard refresher trainings by September 15, or by date of the annual program review fall meeting.
3. Faculty and service areas up for review shall submit additional data requests to IE through Help Desk by September 15.
4. Faculty and service areas up for review shall complete Indicator 1 by October 30, or date of fall advisory meeting for CTE/Allied Health faculty and staff responsible for review to ensure advisory council feedback in program review process.
5. Faculty and service areas up for review shall submit completed first draft of template to corresponding dean/director for review by December 1.
6. Deans/directors shall review first draft of program review template, work with faculty and staff to finalize program review template, and submit draft to corresponding Vice President by April 1.
7. Vice Presidents shall review program review templates and provide feedback to deans/directors by May 1.

8. Deans/directors shall work with faculty and service areas under review to finalize draft and submit final program review template to Dean of Transfer & Adult Education Programs by June 1.
9. Dean of Transfer & Adult Education Programs shall prepare and submit final program review document to ICCB by September 1.

The following resources further support the program review process:
- [ICCB 5-Year Program Review Webpage](#)
- [SCC 5-Year Program Review Schedule](#) (based on ICCB 5-year Program Review schedule)
- CTE Template with Guided Notes and Pre-populated Labor Market Data supplied by Institutional Effectiveness (located on [ICCB 5-Year Program Review](#) Webpage)

Change Log	Governance Unit: Academic Affairs Council
Date	**Description of Change**
9.26.24	Initial Adoption