

**Shawnee Community College
ICCB 5-Year Program Review Manual**



FY2022-FY2026

Purpose of ICCB 5-Year Program Review

The Illinois Community College Board (ICCB) is mandated by the Illinois Public Community College Act to coordinate a statewide program review system (see P.A. 78- 669). 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 manual offers guidance and outlines all reporting and submission requirements.

The purpose of Statewide Program Review is to:

1. 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;
2. address inequities to support program improvement;
3. support the delivery of locally responsive, cost-effective, high-quality programs and services across Illinois' community college system.

This purpose aligns with the ICCB goals focused on reducing inequities, strengthening programming, and contributing to the economic development of the state. (*ICCB Program Review Manual, FY2022-FY2026*)

Program Review Process

Program review at Shawnee Community College is an integral part of the College's annual Continuous Quality Improvement (CQI) process and is a critical tool for the ongoing evaluation of programs and services offered by the College. The College's CQI process is aligned with the Shawnee Community College Effectiveness System (SCCES) and Strategic Plan, which guide such things as program development and improvement, institutional reporting, and annual budgetary requests and budget development. The College's annual CQI process, along with enrollment/completion and labor market data are used to inform programs and services up for ICCB 5-Year Program Review.

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

- SCC 5-Year Program Review Schedule
- ICCB 5-Year Program Review Timeline
- CTE Template with Guided Notes and Pre-populated Labor Market Data supplied by Institutional Effectiveness
- ICCB 5-Year Program Review Webpage

**Shawnee Community College (FY2022-FY2026)
ICCB 5-Year Program Review Schedule**

Review Area	FY2022	FY2023	FY2024	FY2025	FY2026
Career and Technical Education	<p><u>11 Computer and Information Sciences and Support Services</u> *COM 2221 Computer System and Security Specialist (CIP 110103) <i>*Also report COM 2182 Internet and Computing Core Prep and COM 2183 Microsoft Office Specialist</i></p> <p><u>43 Homeland Security, Law Enforcement, Firefighting and Protective Services</u> *CJ 2120 Criminal Justice (CIP 430107)</p> <p><u>47 Mechanic and Repair Technologies/Technicians</u> ELT 2161 Basic Residential Electricity (CIP 470105)</p> <p><u>51 Health Professions and Related Clinical Sciences</u> *HIT 2224 Medical Coding Specialist (CIP 510713) <i>*Also report HIT 2174 Medical Coder (CIP 510713) and HIT 2176 Medical Biller (CIP 510714)</i> MRS 2102 Medical Office Assistant (CIP 510716) MTP 2141 Massage Therapy (CIP 513501)</p>	<p><u>12 Personal and Culinary Services</u> *COS 2139 Cosmetology (CIP 120401) <i>*Also report COS 2169 Cosmetology Instructor Training (CIP 120401)</i> NLT 1128 Nail Technology (CIP 120410)</p> <p><u>51 Health Professions and Related Clinical Sciences</u> ORT 5199 Surgical Technology (CIP 510909)</p> <p><u>52 Business, Management, Marketing, and Related Support Services</u> BUS 2210 Business Management (CIP 520201) SEC 2207 Administrative Assistant (CIP 520402) IMS 2209 Information Process Technology (CIP 520407)</p>	<p><u>48 Precision Production</u> *HAC 2236 Heating/Ventilation/ AC/ Refrigeration (CIP 480506) <i>*Also report HAC 2233 Basic Heating and Air Conditioning (CIP 480506)</i> *WEL 2147 Combination Welding (CIP 480508) <i>*Also report WEL 2192 ARC Welding, WEL 2193 GAS Welding, WEL 2194 TIG Welding, WEL 2195 PIPE Welding, and WEL 2196 MIG Welding (CIP 480508)</i></p> <p><u>51 Health Professions and Related Clinical Sciences</u> MLT 2204 Medical Lab Technologist (CIP 511004)</p> <p><u>52 Business, Management, Marketing, and Related Support Services</u> ACC 2211 Accounting (CIP 520301)</p>	<p><u>01 Agricultural/ Animal/ Plant/ Veterinary Science and Related Fields</u> *AGR 2215 Agriculture Business and Management (CIP 010101)</p> <p><u>03 Natural Resources and Conservation</u> *AGR 2216 Fish and Wildlife Management (CIP 030601)</p> <p><u>46 Construction Trades</u> CMT 2005 Construction Management of Laborers (CIP 460000)</p> <p><u>51 Health Professions and Related Clinical Sciences</u> RN 2227 Associate Degree Nursing (CIP 513801) PN 2127 Practical Nursing (CIP 513901) PN 2126 Certified Nurse Assistant (CIP 513902)</p>	<p><u>44 Public Administration and Social Service Professions</u> SST 2201 Social Work (CIP 440701)</p> <p><u>47 Mechanic and Repair Technologies/Technicians</u> AUT 2106 Auto Body (CIP 470603) *AUT 2256 Automotive Technology (CIP 470604) <i>*Also report AUT 2158 Automotive Technician Assistant and AUT 2186 Automotive Maintenance and Light Repair (CIP 470604)</i> DSL 2187 Diesel Technology (CIP 470605)</p> <p><u>49 Transportation and Materials Moving</u> TDR 2100 Truck Driving (CIP 490205)</p> <p><u>51 Health Professions and Related Clinical Sciences</u> HCM 1201 Medical Assistant (CIP 510801) OTA 2237 Occupational Therapy Assistant (CIP 510803)</p>
Academic Disciplines	Communications	Mathematics	Physical & Life Sciences	Humanities & Fine Arts	Social & Behavioral Sciences
Cross-Disciplinary Instruction	English Language Acquisition (Including IELCE)	Developmental Mathematics	Developmental English Language Arts	Adult Education and Literacy	Vocational Skills
Student & Academic Support Services	Admissions, Registration, and Records Recruiting	Learning and Tutoring Centers Career and Placement Services	Financial Aid Bursar	Disability Services Counseling and Advising Library Services	Athletics Student Activities

**Denotes programs that will report all stackable certificates under degree on same Program Review template*



ANNUAL PROGRAM REVIEW TIMELINE SHAWNEE COMMUNITY COLLEGE

ITEM	RESPONSIBLE PARTY	DUE DATE
Annual program review email to those under review	Dean of Transfer & Adult Ed	August 30
Program review templates (with IE Labor Market info for CTE/Allied Health) loaded to Google Docs for Deans and Directors/VPs	Dean of Transfer & Adult Ed	August 30
Program Review Fall Meeting	All Attend	Early/Mid-September
CROA Dashboard refresher trainings	IE/Deans/Chairs	Early/Mid-September
Additional data requests to IE via Help Desk	CTE/Allied Health Faculty & Staff responsible for review	September 15
Indicator 1: Need and Performance & Equity completed	CTE/Allied Health Faculty & Staff responsible for review	By the Fall Advisory Council Meeting
	Non-Academic Faculty & Staff	October 30
Advisory Councils for CTE/Allied Health programs provide recommendations to be included in program review	CTE/ Allied Health Faculty & Advisory Councils	Fall Advisory Council Meeting (in October)
Submit full first draft to corresponding Dean/Director	Faculty & staff responsible for review	December 1
Deans/Directors review first draft and work with faculty & staff to finalize draft	Deans/CTE Faculty & Directors/Non-academic staff responsible for review	December - March



ANNUAL PROGRAM REVIEW TIMELINE SHAWNEE COMMUNITY COLLEGE

ITEM	RESPONSIBLE PARTY	DUE DATE
Deans/Directors submit completed program review drafts to VPs for review	Deans/Directors	April 1
VPs return drafts to Deans/Directors for edits	VPs	May 1
Deans/Directors make edits then submit FINAL templates to Dean of Transfer & Adult Education	Deans/Directors	June 1
Dean of Transfer & Adult Education to submit final program review document to ICCB	Dean of Transfer & Adult Ed	August 1
Deadline for ICCB Program Review to be submitted to ICCB	Dean of Transfer & Adult Ed	September 1

Resources:

[ICCB Program Review Manual](#)

[SCC Program Review Webpage](#)