

Curriculum Committee
Program/department Review

GUIDELINES FOR PROGRAM / DEPARTMENT UNDER REVIEW

Self-Study Report

The self-study is to be a report of progress and planning, an accurate and honest assessment of the program/department. Its writing is to be a collaborative effort involving the chairperson, assistant chairperson, program coordinators, faculty, and everyone else who has a stake in the program.

In writing the report, strive for brevity while being as explicit and precise as possible. Answer the questions fully enough to enable the reader to assess the program accurately. The report should be a blend of description and analysis, with emphasis on analysis. The end result should be a compilation of strengths, concerns and future plans.

Cite and interpret data, where available, to strengthen and clarify the report. Identify the source(s) of all data.

Budget, facilities, and personnel issues are to be addressed, however Curriculum Committee is not charged with making any recommendations in those areas.

Material appended to the report should be limited to that which has been specifically referenced in the report. The following documentation must be included:

- Curriculum checklist
- Curriculum Committee Report from last review
- Report from most recent external accreditation (if applicable)
- Membership of Advisory Board (if applicable)
- Minutes from most recent Advisory Board meeting (if applicable)
- Articulation Agreements – institutions, dates of agreements

Program/department up for review must submit, electronically, all self-study documents, including the external consultant report, to the Curriculum Committee chairperson at least two weeks prior to the presentation. Failure to comply will likely result in postponement of the presentation.

Presentation to Curriculum Committee

When making presentations, chairpersons and coordinators should:

- ♦ update data and pertinent material contained in the self-study document
- ♦ highlight essential elements and critical issues within the self-study report
- ♦ respond to the report of the external consultant
- ♦ strive for brevity, keeping presentations to 20 minutes or less
- ♦ be prepared to respond to questions from the committee

Curriculum Committee Action

The Curriculum committee will recommend one of the following:

- ♦ Continuation of the program/department
- ♦ Continuation with a follow-up report required in two years
- ♦ Discontinuation of the program/department

Curriculum Committee
Program/Department Review

SELF-STUDY REPORT

Academic Program/ Department _____

Division _____

I. GENERAL OVERVIEW

- a. What is the purpose of the program?
- b. What are the learning objectives of the program and how are they communicated to the students?
- c. How do the program/department learning objectives support the college's mission?
- d. How does the program continue to meet regional and local needs?
- e. What is the curriculum for the program? (include a Curriculum Check Sheet)
- f. How are the standards for completion of the program communicated to the students?
- g. How are the General Education Competencies addressed in your program's courses?
- h. How have issues of diversity been incorporated into the program? Consider classroom activities, course content, curriculum, contact with the community, and faculty member awareness activities.
- i. If the program is accredited by an external agency, what are the name of the agency and the date of the last accreditation?
- j. If the program is a joint or regional program, name the partner institution/institutions.
- k. Indicate how students are able to complete the program on a part-time basis during the day, evening, weekend, or by distance learning.
- l. How are day, evening, weekend and online courses integrated?
- m. How are students in the program provided with academic advisement?
- n. If the program/department has an advisory committee, how often does it meet? (Attach membership list and minutes of the most recent meeting)

- o. With what institutions do you have articulation agreements and what are the dates of these agreements? Have they been effective? (Attach copies of current articulation agreements)

II. PROGRAM/DEPARTMENT REVIEW

- a. How often does the department review the curriculum for its program?
- b. In conjunction with the LRC personnel, how do you insure that all materials relevant to your program/department are current and comprehensive?
- c. What recommendations did the Curriculum Committee make during the last review and how were they addressed?
- d. What recommendations were made by the external accrediting agency and how were they addressed?
- e. What progress has been made in accomplishing the plans outlined in the last review?
- f. Identify program or curricular changes that have occurred since the last review? What is the rationale for these changes?
- g. How has technology been incorporated into the instructional process?
- h. What additional information can you bring to the attention of the Curriculum Committee concerning past suggestions/evaluations and strengths/weaknesses of the program/department?

III. PROGRAM/DEPARTMENT RESOURCES

- a. What is the cost of the program? (Consult with Director of Budget & Business Services)
- b. Are the classrooms, laboratories, equipment, and clinical facilities that support the program/department area adequate? If not, what is required?
- c. What LRC resources support instruction in this program/department?
- d. What technology supports the program/department, and are support services adequate?
- e. What is the ratio of full-time faculty to part-time faculty in terms of credit hours? What effect has this ratio had on the program/department?
- f. What concerns does the program/department have regarding resources?

IV. ENROLLMENT

- a. What is the six-year enrollment trend for the program? (Contact Institutional Research) How has this affected the program?
- b. Over the past six years, what has been the average class size for this program/department?
- c. What are the graduation rates for the previous six years? (Contact Institutional Research)
- d. What strategies are being used to recruit students?
- e. What are the Fall-to-Fall retention rates for first-time, full-time and first-time, part-time students in your program/department and how are the data used to aid retention efforts?
- f. What activities does your program/department engage in to retain students?

V. OUTCOMES ASSESSMENT

- a. How does the outcomes assessment reflect the learning objectives of the program/department? (Provide a description of the assessment and other appropriate information.)
- b. When and how is the outcomes assessment administered?
- c. What have the assessment results indicated about student learning outcomes?
- d. How have the data been used to effect curricular changes in the program/department?
- e. If your program is transfer oriented, what percentage of your students transfer to four-year colleges and universities within one year of graduation?
- f. If your program is career oriented, what are the employment projections for the career/field? (Use New Jersey State Department of Labor and Community College Strategic Planning figures)
- g. If your graduates are required to take a licensing, certification or registry examination, what is the pass rate for the past six years?

VI. SUMMARY AND PLANS FOR THE FUTURE

- a. Summary
 - What are the major strengths of the program/department?
 - What are the major concerns of the program/department?
- b. Future Plans
 - What program/department actions do you anticipate before the next review?