



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Program Review
Number: 3.1.3.1

Responsibility: Academic Affairs
Last Updated: October 10, 2023
Related Policy: 3.1.3 Program Review

President

Purpose:

The purpose of this procedure is to outline the process for reviewing academic programs.

Procedure:

The review process will abide by the following criteria:

1. Programs that lead to a certificate, diploma, or degree will be reviewed.
2. Reviews will be conducted by individuals who are responsible for coordination of the program.
3. This person may be a program director, coordinator, or lead instructor and will be referred to as the "Program Leader."
4. Each program will be reviewed every five years.
5. The Vice President for Academic Affairs (VPAA) will maintain the Review Rotation Schedule.
6. The Program Leader will review the program using the Evaluation Instrument.
7. Special focus will be placed on Program Student Learning Outcomes (SLO), and yearly SLO reporting forms will be included.
8. The Program Leader will use the Recommendation Survey questions to develop Action Items.
9. The Program Leader will write the Program Review Report.
10. The Report will include an Action Plan to address recommendations.
11. This Report and Action plan will be discussed with and approved by the appropriate school dean who will submit it to the VPAA for approval.
12. Reports will be housed in the institutional effectiveness software platform.

Program Review Five-Year Rotation Schedule

- 2023-24: Criminal Justice, Computer Technology, Entrepreneurship/Small Business, Administrative Office Technology, Introduction to Biotechnology
- 2024-25: Nursing, Surgical Technology, Culinary, Accounting, Cosmetology, Plumbing
- 2025-26: Radiologic Technology, Physical Therapist Assistant, Baking and Pastry, HVAC, Business Administration, Cybersecurity
- 2026-27: Paralegal, Massage Therapy, Medical Assisting, Hospitality, Building Construction Technology
- 2027-28: Early Care and Education, Industrial Electronics Technology, Logistics and Supply Chain Management, Basic Art, Nail Technician, Industrial Maintenance Technology

Program Review Evaluation Instrument

1. Description of Academic Program
2. List the faculty credentials to meet the demands of the program's goals and objectives regarding qualifications, degrees, credentials, licenses, etc.
3. Human Resources
 - a. Full-Time faculty and support staff (Headcount)
 - b. Part-Time faculty and support staff (Headcount)
 - c. Discuss full-time to part-time faculty ratios by credit hour production and number of course sections
 - d. Provide any additional relevant information regarding the program's human resources needs
4. Budget for Program
5. Financial Viability
 - a. What is the total yearly program cost, including salaries, operating budget, etc.
 - b. What were the tuition revenues for the last three years?
 - c. Does existing external funding make up for any budgetary shortfalls?
6. Library and Instructional Technology
7. Summary of Curriculum Changes
8. Student Information, Course Sections Offered, Course Enrollment and FTE
9. Accreditation Agency Outcome Data, Approval, etc.
10. Program Assessment: Capstone Course/Portfolio, Internal Competencies, Internship Evaluation, Course Evaluations, Graduate Surveys, Employment Records, Program Data Analysis
11. Program Student Learning Outcomes (including Report Forms)
12. Tracking Students to Graduation
13. Forecasting Student Graduation
14. Demographics

15. Job Outlook
16. Program Survey Results
17. Actions taken on Advisory Board Recommendations
18. Progress toward action items from previous Program Review Report
19. Summary
20. Strengths
21. Weaknesses
 - a. Space issues
 - b. Need for additional faculty
22. Action Items – See Recommendation Survey
23. Action Plan