NNMC Academic Program Review

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Northern New Mexico College

Academic Program Review Report

Introduction

Academic Program Review is the ongoing, high quality, peer review of all Northern New Mexico College's academic units and programs. The purpose of the academic program review at all levels is to advance academic excellence and to provide guidance for administrative decisions in support of continual future improvement. Academic Program Review operates in the conceptual framework of Northern New Mexico College's accreditation process.

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The responsibility for scheduling program review rests with the Provost and will typically follow this timetable as closely as possible:

First week of August: The Provost notifies the program selected for review and that the review process will take place in April of the following Spring. Unless, otherwise determined by the Provost, this program selection will be aligned with the seven-year program review calendar established in Spring 2020.

November 30: Complete with our office of Institutional Research Office Tables 1-5 and Gray Associates Program Economics/Scorecards.

April 15: The program will submit its draft of the program review documents and presentation to the Provost's Office.

Last Friday of April: Program leader presents the program review document to the academic leadership, which is formed by Academic Deans, Chairs, Directors, one representative from Educational Policy Committee, and leaders for Institutional Research, Admissions, Registrar, Distance Ed, Library & Financial Aid.

May and early June: The Provost and the Academic Deans will complete a report that includes findings and recommendations within two weeks of the review. With the concurrence of the Provost, a formal meeting with the program will be held to discuss the findings and recommendations and to formally sign the Program Review Report. The recommendations may include program elimination, continued level funding, probation of program pending compliance with recommendations and annual review, increase in funding or other resources, or other recommendations as deemed appropriate during the review process.

June: The Provost will complete a report on the Program Review results and submit this report to the President who will present the report to the Board of Regents. The Provost will inform the Faculty Senate at the same time and, as a courtesy, the report will be sent to the Federation representative.

NOTE: Any program that is going through a Program-Specific Accreditation Process in the exact same year of the Program Review will produce only Sections A & H and the program's accreditation documents will replace the rest of the sections.

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A. Enrollment and Fiscal Data

1. Enrollment Definitions: a) Student Credit Hours generated by students in the program: This is the total number of student credits hours that was generated only by declared students in the program that is being reviewed and includes any courses that the declared students complete; b) Student credit hours generated by any student taking courses in the courses in the major: This will include only the student credit hours generated by those course codes in the major by any student taking them (not only the declared ones), for example, if the program under reviewed is Information Technology, you can include codes like EECE, IT, ENGR, etc. which are the typical courses taken by students in the major but possibly, by other students as electives. If the program is a bachelor program articulated with an associate, please include both. For example: Information Technology graduates 7 associate degrees and 4 bachelors, you then report it as 7/4. The table will always cover the last three academic years; c) Number of declared students in the program: this includes all students who declared the major as a primary degree; d) Number of graduates in the program: this is the graduates per term of the program. *Table 1 is to be completed by Institutional Research.*

Term	Student credit hours completed by students in the program	Student credit hours completed by any students taking courses in the program	Total SCH
Spring 2020			
Fall 2019			
Summer 2019			
Spring 2019			
Fall 2018			
Summer 2018			
Spring 2018			
Fall 2017			
Summer 2017			
Total			

Average per year (Total divided by 3)			

<div align="center">Table 1</div>

Write an analysis of what these data indicate about your program. *Completed by the Program Coordinator.*

Academic Year	Number of declared students in the program (unduplicated)	Number of graduates in the program
Academic Year 2019-20		
Academic Year 2018-19		
Academic Year 2017-18		
Average per year (Total divided by 3)		

<div align="center">Table 2</div>

Note: Table 2 is completed by IR.

Write an analysis of what these data indicate about your program. *Completed by the Program Coordinator.*

2. Provided a description of the 3-year Program Marginal Contribution from Gray Associates software. *To be completed by Institutional Research.*

    Include the ratio between gross revenue and instructional cost.

Write an analysis of what these data indicate about your program. *Completed by the Program Coordinator.*

3. Provide numbers of students enrolled in the program on a part-time or full-time basis for the previous 3 years. *To be completed by Institutional Research.*

Term	Part-Time Declared/Enrolled Students	Full-Time Declared/Enrolled Students	Total
Spring 2020			
Fall 2019			
Spring 2019			
Fall 2018			
Spring 2018			
Fall 2017			

<div align="center">Table 3</div>

Note: Table 3 is completed by IR.

Write an analysis of what these trends indicate about student satisfaction or other factors that may impact student enrollment. *Completed by the Program Coordinator.*

4. Provide data on retention and graduation

Term	Fall 18 cohort to Fall 19	Fall 18 cohort to Fall 20
Rate		

Table 4

Note: Table 4 is completed by IR.

Term	Academic Year 2018-19	Academic Year 2019-20
Average number of credits at the time of graduation		
Average number of semesters at Northern at the time of graduation		

Table 5

Note: Table 5 is completed by IR.

Write an analysis of what these data indicate about program effectiveness. *Completed by the Program Coordinator.*

5. Provide the current and next year's projected budget, explaining any significant changes.

Term	Budget
Current Budget	
Next Year Budget Estimate	

Table 6

Based on the data in this section, please write a recommendation for budget changes justifying this recommendation with the data you provided. Write an analysis of what these data indicate about your program.

6. Below, please indicate how your program aligns to the factors listed on the left column and provide the Gray Associates Scorecard for the Program. *Note: feel free to include up to five relevant CIP codes.*

Community and Industry Needs **(provide recent statistics)**	
Articulation or transfers agreements with other Higher Ed Institutions (describe them)	
If applicable: **Cycle of External Accreditation or licensure** **Current Accreditation status of the program**	

Table 7

B. Curriculum and Assessment

1. Please align your program mission and vision with NNMC's mission and vision.

College	Program
Mission Statement: **Vision Statement**:	

Table 8

2. How do state, national or industry standards relate to the program curriculum? (Attach matrix of competencies.)

3. Describe the process for aligning syllabi and course sequencing to standards listing in above.

4. How is the program's curriculum developed, evaluated and improved? Summarize actions taken based on assessment of student learning findings. How has the program improved its quality over time and what evidence supports that improvement? This section can include information on student achievement on targets. Provide examples of how assessment plan results have driven improvements in teaching and learning. In addition to the program assessment

completed through the annual reports and implementation plan, provide a description of contribution to General Education, Institutional, or Co-Curricular student learning outcomes. If applicable, evaluate the program's effectiveness in providing service courses to other majors. As an addendum, include the last six assessment annual reports (if program-level assessment started recently, include the ones that you have).

5. Describe the various methods of instruction used and how each method is evaluated for effectiveness, e.g., lecture, laboratory simulation, web-based, etc. Include a description of the program's use of technology to provide alternative delivery to time/place bound students.

6. Evaluation-Describe how students evaluate program and instructors. Include forms and data collected from the Course Evaluation Forms (CEF) and the Classroom Observation Forms (COF). Describe how this data is used to make improvements to the program.

7. Other indicators of success: Include evidence of student achievement and success, such as: special experiences/projects, honors, publications, presentations, internships, etc.

8. Describe the process for ensuring that teaching and learning materials are current, unbiased, and are of sufficient quality and quantity to serve the needs of the students and those of the industry.

C. Faculty and Academic Support

1. How does your program use the Library and its associated services? How do you gauge the adequacy of these resources for your students?

2. Describe Faculty qualifications for full time and adjunct faculty in narrative and also by completing the table below:

Faculty Qualification Summary

Faculty Member Name Faculty Rank	Highest Degree, Field, and University	Assignment: Indicate role of the faculty member	Tenure Track	Scholarship, Leadership in Professional Associations, and Service: List up to 3 major contributions in the past 3 years	Industry or Professional experience

Table 9

3. How often does the faculty participate in program/ departmental meetings? Include minutes of meetings for the past year.

4. List the professional organizations the program and faculty belong to; and provide an explanation for how the program supports faculty membership.

5. Describe all professional development activities for all faculty members during the last three years.

Faculty Member	Full-Time/ Adjunct	Professional Development Activity	Date

Table 10

D. **Facilities and Equipment**

1. Describe the current facilities used by the program including faculty offices, classrooms, and lab facilities. Write an analysis of the adequacy of the facility based on your data from A.4.

2. List any deficiencies in lighting, heating, ventilation, safety, handicap accessibility or maintenance of the facility. Write a description of the processes you have followed to correct these deficiencies.

3. Please attach a current equipment inventory report that shows equipment on well as losses. Please use data from 1.4 to indicate the sufficiency of this equipment for effectively teaching students.

4. Describe your process for updating and keeping an accurate inventory of equipment, materials and supplies. Indicate whose responsibility it is to maintain the inventory process.

E. **Recruitment, Admission and Advisement**

1. Describe the program's comprehensive strategy for recruitment?

2. Complete the following table with program recruitment data from the last two years:

Date	Activity	Program Representative	Number of Contacts
Ex. Jan 28, 2009	Mesa Vista College Day	Michael Phelps	17

Table 11

3. Describe the criteria the program employs to place students in the programs.

4. Describe the process the program follows in reviewing and improving admissions criteria.

5. Describe the advisement process in the program, including number of contacts with students, and follow up on non-returning students.

6. Describe how the program trains and cross trains advisors, including how often training happens.

F.   Labor Outlook, Job Placement and Tracking

1. Describe the national, regional, state and local outlook for this occupation or related field.

2. What are the current and projected job openings per year (used Gray Associates Software)?

3. Describe the job planning/placement efforts and results of the program's graduates (For example, cite the number of graduates employed in areas related to major and number of graduates pursuing advanced degrees.

4. Please display the results of Employer Satisfaction Surveys for the last 3 years, including analysis   of each year's data and program improvements made in response to the analysis.

5. If applicable, please display pass rate data for any licensure/certification test required of your students for the last 3 years.

6. Describe the feedback mechanism, if any, for receiving information from graduate programs or transfer students.

G. Advisory Councils

1. Describe the selection and work of the local advisory council for the program.

2. Describe the meetings and present sample agendas as well as minutes of advisory council meetings. Where are the minutes electronically archived?

3. In what ways has the local advisory council helped to plan, develop, evaluate and promote the program?

H. Strategic Program Planning

Based on the data gathered in this review, describe the Strategic Improvement Plan for the Program for the next 5 years. What are the opportunities or emerging trends within the discipline of the department? What needs to be done to address and/or take advantage of these trends within the department? For each programmatic improvement include a timeline, tasks, strategies and measurements to achieve it. You may follow the SMART goal setting guidelines: S – Specific, M – Measurable, A – Attainable, R – Realistic, T – Timely

I. Program Review Recommendations

A report with the conclusions and recommendations will be provided to the program by the Council of Chairs and the Office of the Provost.