

Herkimer County Community College
Major/Program Review Evaluation
2009-2010

| | | |
|--|---------|-----------|
| Major/Program: | Date: | |
| Reviewer's Name: | Title: | |
| EVALUATION OF PROGRAM REVIEWS | | |
| In the table below, indicate the number that applies to the particular part of the program review, with: 1 not being addressed, 2 poorly addressed, 3 satisfactorily addressed, and 4 excellently addressed | | |
| I. CURRICULUM | | |
| A. Mission, Goals, and Objectives | | |
| 1. Program mission statement outlines the goals and their relationship to the institutional mission statement. | 1 2 3 4 | Comments: |
| 2. Program's goals, objectives, and outcomes are delineated. | 1 2 3 4 | Comments: |
| 3. Quality is defined as it relates to the program. | 1 2 3 4 | Comments: |
| 4. Learning outcomes that students should demonstrate are identified. | 1 2 3 4 | Comments: |
| B. Program Design | | |
| 1. Degree requirements for the program are specified, following the description of the program published in the college catalog. | 1 2 3 4 | Comments: |
| 2. Congruence between course and program goals and expectations in the discipline or profession are described (State if not applicable). | 1 2 3 4 | Comments: |
| 3. Congruence between course and curricular goals, courses, and prerequisite patterns are described. | 1 2 3 4 | Comments: |
| 4. Balance between breadth and depth designed in the program is explained. | 1 2 3 4 | Comments: |
| 5. Methods used to ensure comparable learning outcomes among multiple sections of a course are described (if applicable). | 1 2 3 4 | Comments: |
| 6. Efforts to assure that required courses and electives are offered on a schedule to meet the needs of various student constituencies are described. | 1 2 3 4 | Comments: |
| 7. Internship opportunities and the rationale for assigning credit are described (if applicable). | 1 2 3 4 | Comments: |
| 8. Departmental procedures, including student participation, for the development, review, and | 1 2 3 4 | Comments: |

Herkimer County Community College
Major/Program Review Evaluation
2009-2010

| | | |
|---|---------|-----------|
| evaluation of courses are described. | | |
| 9. Advisement procedures and the way the department/program assesses advisement effectiveness are described. | 1 2 3 4 | Comments: |
| C. Assessment | | |
| 1. The effectiveness of the program in achieving its goals and objectives in the discipline(s) is analyzed. The procedures, criteria, and methods used for this assessment are described. | 1 2 3 4 | Comments: |
| 2. The effectiveness of the program in achieving its goals and objectives in general education is analyzed. The procedures, criteria, and methods used for this assessment are described. | 1 2 3 4 | Comments: |
| 3. The effectiveness of the program in achieving its goals and objectives for intellectual growth is analyzed. The procedures, criteria, and methods used for this assessment are described. | 1 2 3 4 | Comments: |
| 4. Discipline-, college-, and community-related student activities, and how the program promotes and supports faculty and student involvement and effort are described. | 1 2 3 4 | Comments: |
| 5. How the program responds to the needs of the community is described (if applicable). | 1 2 3 4 | Comments: |
| 6. Follow-up data on student placement for the last five years is provided for career programs, including year(s) of data collected and total number of student responses indicating % employed in the field, % employed elsewhere, % seeking employment, and % continuing education. For transfer programs, student persistence and success rates of the past 5 years is provided. | 1 2 3 4 | Comments: |
| 7. Results of any alumni follow-up surveys that reflect student outcomes are described (if applicable). | 1 2 3 4 | Comments: |
| 8. The dissemination of the results of the program review to appropriate constituencies is described. | 1 2 3 4 | Comments: |
| 9. The planning processes, including those to be used to formulate and implement changes based on program review analysis is described. | 1 2 3 4 | Comments: |

| | | |
|---|---------|-----------|
| 10. The most recent evaluation of the program is described, including what was learned from the evaluation what improvements resulted. | 1 2 3 4 | Comments: |
| I. THE FACULTY | | |
| A. Mastery of Subject Matter | | |
| 1. Faculty Summary--Number of faculty assigned to the program, breaking it down into Full Time and Part Time, is provided. | 1 2 3 4 | Comments: |
| 2. Faculty—Credentials are described, breaking them down into those with Bachelor’s Degrees, Master’s Degrees, and Doctorate, Full Time and Part Time. | 1 2 3 4 | Comments: |
| 3. Faculty—Experience is described, breaking it down into 0-3 yrs., 4-7 yrs., 8-11 yrs., 12-15 yrs., 16-24 yrs., and 25+ yrs, Full Time and Part Time. | 1 2 3 4 | Comments: |
| B. Effectiveness in Teaching | | |
| 1. Hiring procedures are described, including formulation of the job description, publication of the position, representation on the search committee, and responsibility for the final decision. Copies of faculty vitae should be included. | 1 2 3 4 | Comments: |
| 2. The training and interests of the faculty and how this contributes to the breadth of the program’s mission is explained. Areas, if any, in which greater strength would be beneficial are indicated. | 1 2 3 4 | Comments: |
| 3. Teaching loads are analyzed within the program by how they are distributed among full-time and part-time faculty (no. courses/no. students). | 1 2 3 4 | Comments: |
| 4. Faculty innovations in teaching are highlighted. | 1 2 3 4 | Comments: |
| 5. The program's procedures for evaluating effectiveness in teaching are described. | 1 2 3 4 | Comments: |
| C. Scholarly Ability | | |
| 1. The recent scholarly and creative contributions of the program faculty that are important to the program goals are described. | 1 2 3 4 | Comments: |
| D. Effectiveness of College Service | | |
| 1. The faculty's service to the college, such as a committee work, administrative work, public service, | 1 2 3 4 | Comments: |

| | | |
|--|---------|-----------|
| and other activities that contribute to the fulfillment of the program's mission in relation to the college and the community are described. | | |
| E. Continuing Growth | | |
| 1. The steps taken to assure that the faculty maintain currency in their disciplines and activities that results in the continuing growth of the faculty are identified. | 1 2 3 4 | Comments: |
| III. THE STUDENTS | | |
| A. Student Profiles | | |
| 1. Annual cohorts for the past five years--total number in majors is listed by full-time, part-time, and numbers of graduates are listed. | 1 2 3 4 | Comments: |
| 2. The program strategies used to recruit students are described. | 1 2 3 4 | Comments: |
| 3. The program minimum requirements for admitting students are identified. | 1 2 3 4 | Comments: |
| 4. The acceptance ratio is explained. | 1 2 3 4 | Comments: |
| 5. The student diversity of the program to that of the institution, other institutions, the region, and the state are compared. | 1 2 3 4 | Comments: |
| 6. Enrollment patterns are analyzed over the past five years. | 1 2 3 4 | Comments: |
| B. Student Needs | | |
| 1. The goals of the students entering the program are described. | 1 2 3 4 | Comments: |
| 2. The financial needs of the students enrolled are described. | 1 2 3 4 | Comments: |
| 3. The academic needs of beginning and transfer students are described. | 1 2 3 4 | Comments: |
| 4. The special needs of groups of students, such as nontraditional, international, disabled, and under-prepared students are described. | 1 2 3 4 | Comments: |
| 5. Academic placement procedures are explained. | 1 2 3 4 | Comments: |
| 6. The diverse learning styles of the students and | 1 2 3 4 | Comments: |

Herkimer County Community College
Major/Program Review Evaluation
2009-2010

| | | |
|---|---------|-----------|
| strategies for engaging them are described. | | |
| 7. The orientation activities designed to introduce students to the program are described. | 1 2 3 4 | Comments: |
| 8. Attrition patterns are analyzed and efforts to improve retention are described. | 1 2 3 4 | Comments: |
| 9. The time students take to complete degrees is analyzed. | 1 2 3 4 | Comments: |
| IV. SUPPORT SERVICES | | |
| A. Special Student Services | | |
| 1. Provisions for students with special needs in this program (nontraditional students, international students, students with disabilities, students who need special re-mediator tutorial services, and nonresidential students) are described. | 1 2 3 4 | Comments: |
| B. General Student Services | | |
| 1. Provisions for all of the students in the following areas: Orientation, diagnostic evaluation and placement, library and media resources, computer resources, health and counseling services, career advisement and job placement are described. | 1 2 3 4 | Comments: |
| 2. Student and faculty satisfaction with services that support the program are described. | 1 2 3 4 | Comments: |
| 3. The general campus environment and climate is described. Their impact upon student performance is explained. | 1 2 3 4 | Comments: |
| 4. How student affairs and academic affairs coordinate efforts to contribute to student success are described | 1 2 3 4 | Comments: |
| C. ADMINISTRATIVE SUPPORT | | |
| 1. The effective ways in which the administration encourages program review is explained. | 1 2 3 4 | Comments: |
| 2. How the leadership helps to create an environment and a climate for academic excellence is explained. | 1 2 3 4 | Comments: |
| 3. The fairness of the reward structure of the institution and the program is analyzed. | 1 2 3 4 | Comments: |
| 4. The ways by which the administration empowers faculty and students is described. | 1 2 3 4 | Comments: |
| 5. How budget decisions reflect the concern for quality programs and support academic robustness is | 1 2 3 4 | Comments: |

Herkimer County Community College
Major/Program Review Evaluation
2009-2010

| | | |
|---|-----------|-----------|
| explained. | | |
| 6. An organizational chart that shows the relationship of the program to the rest of the institution is provided. | 1 2 3 4 | Comments: |
| 7. How the program is represented in the institution's governance bodies and planning processes is explained. | 1 2 3 4 | Comments: |
| 8. Faculty development and support efforts by administration in the program area are described. | 1 2 3 4 | Comments: |
| V. SUMMARY | | |
| 1. What are the major strengths of the Program? | Comments: | |
| 2. What are the major weaknesses of the Program? | Comments: | |
| 3. Further suggestions or additional comments: | | |