

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

6.20070 DP

PROGRAM AND DISCIPLINE REVIEW

6.20070 DP

In order to assure that the district colleges are effectively serving the educational needs of the district, the vice chancellor will provide for the periodic review of all programs to determine that the objectives are appropriate and that the subject matter, the academic standards, and the methods of instruction are consistent with the stated purposes.

I. Definitions

Program: a curriculum leading to a degree or certificate.

Discipline: the course offerings in a subject area or field of study.

II. Responsibility

The vice chancellor of academic affairs and technology shall establish a schedule for program review which will assure that each program and discipline is reviewed on a rotating basis. An annual report of the findings will be given to the officers.

III. Basis for Review

The review process is formative; it should document evidence of the success and quality of the program or discipline, and also chart a path for improvement. The vice chancellor and instructional council shall issue guidelines to be used in the review process. The guidelines used for disciplines may differ from those used for entire programs. At a minimum the process will address:

- A. Alignment of the program objectives with the curriculum and the district strategic plan.
- B. Evidence that assessment is being used to assure currency and effectiveness of curriculum, instructional methods, and instructional support.
- C. Expected need for new facilities, equipment and supplies.

Other information may be included in the process as appropriate including, but not limited to:

- A. Enrollment and numbers of students declared.

- B. Success of students who have been enrolled in the program as evidenced by follow-up transfer, placement, or employer satisfaction studies.
- C. Fiscal considerations.
- D. Licensure or certification pass rates.

IV. Review Process

- A. The faculty of the program or discipline will complete a self-study which, along with institutional research data, serves as the basis for the review.
- B. Faculty will meet with instructional administration as described by guidelines issued by the vice chancellor.
- C. The results of the review will be presented to the officers as a part of the continuous improvement process.

Approved: Chancellor
January 20, 1975

Revised: April 12, 1988
(Editorial corrections 6/20/06)

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