

# Temple College Program Review Process

## Mission Statement

The mission of Temple College is to meet the needs of individual students and area communities and businesses through quality educational programs and services that prepare our diverse population to enter an ever-changing global society.

## Purpose

It is the purpose of the Program Review Process to evaluate existing programs, as well as new programs, on a regular basis to determine their educational value and cost effectiveness, and to recommend a course of action based on the regular review process.

## Program Review Process for Existing Programs

**Step 1:** Each program is evaluated by analyzing the following data:

### *All Programs*

#### Information provided by Office of Institutional Effectiveness, Research, and Planning

- A five-year student enrollment trend pattern (Five consecutive fall and spring semesters at census date, including number of course sections that made, total credit hours generated, and duplicated headcount),
- A five-year cost trend pattern based on a comparison of total revenue, including state aid, tuition, fees and other revenue, to total expenditures, including salaries, travel, supplies, equipment, etc.,
- Course retention trends,

#### Information provided by Department Chairs

- Number of full-time vs. part-time faculty,
- Facilities sufficient (classrooms, laboratories, etc.) to provide quality instruction,
- Other relevant information specific to the program.

### *Technical Programs*

#### Information provided by Office of Institutional Effectiveness, Research, and Planning

- Success rates on state or national exams, where applicable (Texas Higher Education Coordinating Board (THECB) pass rate is 90% or no less than

five percentage points below state average for the last three years for the specific licensure exam.),

- Five-year trend in the number of graduates (THECB Institutional Effectiveness rate is 15 over a three-year period for technical completers. Academic completers will be tracked according to available information),
- Local, regional and national employment trends for occupations related to the program area, where applicable,

Information provided by Technical Department Chairs

- Recommendations of advisory committee, where applicable,
- Recommendations of applicable accrediting agencies.

**Step 2:** Using the data gathered above, each program is to be identified as either “Growing,” “Stable,” or “Declining.”

**Step 3:** Programs identified as “Declining,” whether based on enrollment decline, cost effectiveness, quality of program, employment projections, or any combination of these factors, will be monitored closely while additional data is collected, if needed.

**Step 4:** Division Directors or supervisors of programs identified as “Declining” will prepare a specific action plan with recommendations to the Vice President of Educational Services for short-term and long-term adjustments. The action plan should address the following:

- Needs assessment,
- Cost assessment/containment,
- Instructional quality assessment—including assessment of curriculum, equipment, schedule of courses, etc.,
- Marketing and recruitment efforts,
- Retention measures,
- Consequence of discontinuing the program.

**Step 5:** A decision on the status of the program will be determined prior to the beginning of the budget-building process for the following year.

## **Program Review Process for New Programs**

**Step 1:** Each potential new program is evaluated by analyzing the following data:

- Relationship of the program to the College mission,
- Needs analysis/student interest in the program,
- Cost of the program based on a comparison of total potential revenue, including state aid, tuition, fees, and other revenue, to total anticipated one-time and on-going costs, including facilities, equipment, salaries, etc.,
- Local, regional and national employment trends for occupations related to the program area,
- Enrollment projections,
- Recommendations of advisory committee, where applicable, Curriculum Committee recommendations,
- Articulation of the program with secondary and other post-secondary institutions,
- Marketing plan,
- Evaluation plan,
- Development of a draft program proposal for the THECB.

**Step 2:** Each potential new program is proposed to the Curriculum Committee in written format, addressing each of the items above. The Curriculum Committee and the Vice President of Educational Services will make recommendations for additional data, approval, or disapproval.

**Step 3:** If the new program is approved, the department chair will prepare a specific action plan and times line for implementation of the new program and submit all necessary paperwork to THECB.