

**Manhattan Area Technical College
Policy and Procedure Manual**

Policy No. 4.2.13

Title: Academic Program Review	
Originated by: Vice President of Instructional Services	Originated Date: 7/2013
President/Board of Directors Approval Date: 4/26/2022	
Revised by: Dean of Academics	Revised Date: 2/2022
Reviewed on: 7/2013; 2/2022	

Policy Statement: The quality of educational programs is vital to the effectiveness of student learning. Quality academic programs are mission driven and defined by well-articulated and regularly measured student learning outcomes and competencies that lead to employment or further education. Faculty and administration regularly review the effectiveness of instructional programs through an established consistent, systematic plan that may lead to recommendations for modifications of practice, changes in content and courses, and expansion or discontinuance.

Rationale: The on-going review of programs of study assists the College in meeting its mission by:

1. Determining the manner in which individual programs support the mission of the College;
2. Demonstrating program accountability to students, stakeholders, and funding sources;
3. Indicating where improvements could be undertaken within programs related to curricular and program changes based on data-driven decision-making;
4. Assisting programs in preparing to secure and/or renew individual program accreditation from national/state/regional accrediting agencies;
5. Evaluate equipment, space, and lab needs to remain current with industry standards;
6. Enhancing awareness of individual programs, increasing visibility, and providing information for promotional efforts related to program enrollment;
7. Encouraging celebration of program success;
8. Providing foundation for program interaction with Board of Directors; and
9. Allowing College to meet the Higher Learning Commission (HLC) requirement for on-going program review.

Procedure:

1. The review process will include an examination of the following components of the program:
 - a. Program alignment with MATC mission and vision
 - b. Accreditation/Program specific state board approval (i.e. KSBN)
 - c. Appropriate faculty qualifications/credentialing
 - d. Financial viability
 - e. Curriculum/Assessment review
 - f. Potential growth and development
 - g. SWOT Analysis by advisory committee
 - h. Program accomplishments and student involvement
 - i. Program goals
2. Participation:
 - a. All programs will participate in the review process.
 - b. All program faculty and staff are expected to participate in preparation of the self-study document.

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- c. Program's faculty and staff will determine procedures to be used within the program to gather required information and assemble report.
3. Review Schedule
 - a. Programs are reviewed on a three-year rotational schedule or are scheduled to occur based on individual program accreditation evaluation.
 - b. Programs that have not achieved identified benchmarks, goals, or curricular expectations may be placed on automatic review and asked to provide strategies in those areas that require some attention or require significant focus.
 4. Reporting Process
 - a. The program report, using the college template, is completed by the faculty in partnership with the academic and institutional research department, and advisory committee/business and industry leadership team, and submitted to CAO and appropriate Dean per the assigned schedule each academic year by spring Commencement.
 - b. Upon approval by the CAO and Dean, the program faculty will present the program review to the Board of Directors during the following fall term.
 5. Program Review Document Requirements
 - a. The format of the document must follow that of the approved template.
 6. Performance Improvement Process
 - a. Within two months of being placed on automatic review, programs will submit a corrective action plan to CAO and appropriate Dean that addresses performance concerns.
 - b. Evaluation of the strategies identified in the corrective action plan will be reviewed to determine whether or not directional improvement has been made.