The Program Review Steering Committee has completed its review of your submission. Attached you will find the full composite review for your program. After reading this document, if you would like to make any changes or updates to the program review document that you had originally submitted to the committee, please do so and forward the edited submission to effectiveness@collin.edu by **July 31, 2023**. Your program review submission will be published on the college website on August 2, 2023. For clarification of findings, please contact the senior reviewer [Mark Henton ].

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| --- |
| Program Review Steering Committee Contact Information  Name and email of the committee member you can contact |
| Mark Henton, mhenton@collin.edu |
| Status of Review  Overall current status of your program review |
| Acceptable without recommendations  Acceptable with recommendations  Revisit and revise |
| Summary  Description of findings from your program review |
| Overall a good program review, despite only one full-time staff member who appears to be driving the program. Good data was provided. Adequately highlighted the strengths of the program as well as the concerns. The only recommendations were related to providing more evidence of market demand other than job listings on Indeed and perhaps listing the professional development of part-time faculty. |
| Highlights  Most important reviewer comments |
| Need more evidence that enrollment down due to marketing, online training options, and challenges to registration. Consider a student survey that will validate these problems.  Note in the next section discussed Appendix B which documents difficulties enrolling due to website.  Be more clear as to the market demand for credit or non-credit classes. Perhaps use an additional source along with Indeed to make the case for job demand. Only the program manager (ECC) was listed. Perhaps only one full-time employee is needed for documentation.  Include other part-time CE faculty. Did note that PMs, directors, and faculty and staff of individual programs maintain their professional development as it pertains to their department areas. |

As the senior reviewer in the review process, I acknowledge the notification of findings to the author and supervisor.

\_\_Mark Henton\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_04/12/24\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Reviewer Name Date