|  |  |
| --- | --- |
| **PROGRAM NAME:** Click or tap here to enter text. | **AUTHORING TEAM CONTACT:** Click or tap here to enter text. |
| **PHONE:** Click or tap here to enter text. | **E-MAIL:** Click or tap here to enter text. |

Executive Summary (complete this section last)

**Briefly summarize the topics that are addressed in this program review, including areas of strengths and areas of concern.**

Click or tap here to enter text.

1. **Program and Its Context**
2. **Describe the program, its relationship to the college, and the community it serves.**

Click or tap here to enter text.

1. **Describe the following points as applicable:**
2. **Program’s purpose**

Click or tap here to enter text.

**If the program has a purpose/mission statement, upload it in section I.B.1. of the Appendix.**

1. **Program’s learning outcomes and marketable skills**

Click or tap here to enter text.

**Upload the program’s Program Outcomes and Course Alignment (POCA) document in section I.B.2. of the Appendix.**

1. **Industry or industries program serves**

Click or tap here to enter text.

1. **Career paths and/or degree paths program prepares graduates to enter**

Click or tap here to enter text.

1. **Regulatory standards program must meet, if applicable (e.g., THECB, Workforce, external accreditation)**

Click or tap here to enter text.

1. **Program Relationship to College Mission and Strategic Plan**
2. **Explain with evidence how the program supports the College’s mission statement: “Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.”**

Click or tap here to enter text.

1. **Explain with evidence how the program supports the College’s strategic plan (2020–2025 Strategic Plan).**

Click or tap here to enter text.

1. **Program Relationship to Student Demand**
2. **Describe with evidence student demand for program awards (degrees and certificates).**

Click or tap here to enter text.

1. **What does the program’s enrollment pattern, if unaltered, suggest for the program’s future? Explain.**

Click or tap here to enter text.

1. **For required program courses that have a pattern of declining annual enrollment, explain your plan to grow enrollment and/or revise the curriculum.**

Click or tap here to enter text.

1. **What plans, if any, does the program have for changing its enrollment pattern?**

Click or tap here to enter text.

1. **Describe any actions taken to identify and support students enrolled in program-required courses early in the program or certificate. If no actions are taken at present, please develop and describe a plan to do so.**

Click or tap here to enter text.

1. **Discuss program enrollment by gender, race, and ethnicity compared to Collin College’s overall student demographics. How does the program attract (or plan to attract) a diverse student population? What does the demographic and enrollment evidence suggest about the program?**

Click or tap here to enter text.

1. **Program Relationship to Market Demand**

**Discuss the evidence indicating that employers need and hire the program’s graduates. Identify and discuss the program’s strengths and weaknesses related to market demand.**

Click or tap here to enter text.

1. **How many program-related jobs are available in the DFW Metroplex for program graduates?**

Click or tap here to enter text.

1. **What competing programs are in the area, and how might they impact the program’s enrollment?**

Click or tap here to enter text.

1. **What proportion of the program’s graduates (seeking employment) found employment within 6 months of graduation?**

Click or tap here to enter text.

1. **What changes are anticipated in market demand in the next 5 years? Do program completers meet, exceed, or fall short of local employment demand? How will the program address under- or over-supply?**

Click or tap here to enter text.

1. **Effectiveness of Curriculum**
2. **Describe with evidence any curricular barriers to program completion.**

Click or tap here to enter text.

1. **How many students completed program awards in each of the last 4 years? If the number of graduates does not average 5 or more per year, describe a plan to increase completions, and address this issue in the Continuous Improvement Plan (CIP) in Section XII of this program review.**

Click or tap here to enter text.

1. **Analyze the course success rates and the course completion rates of each course in your program. Address problems in the CIP in Section XII of this program review.**

Click or tap here to enter text.

1. **Show evidence that the Texas Higher Education Coordinating Board (THECB) and Collin College standards listed below have been met. For any standard not met, describe the plan for bringing the program into compliance.**
2. **Contact Hour Standard (THECB standard): There are no more than 779 contact hours in the program plan.**
   1. **Number of contact hours in the program plan:** Click or tap here to enter number of contact hours.
   2. **If there are more than 779 contact hours in the plan, describe the plan for bringing the program into compliance.**

Click or tap here to enter text.

1. **Completers Standard (THECB standard): Average 25 completers over the last 5 years or an average of at least 5 completers per year.**
2. **Number of completers** Click or tap here to enter number of completers. **in last 5 years.**
3. **If the average number of completers is below the stated standard (5 per year), describe a plan for raising the number of completers by addressing barriers to completion and/or by increasing the number of students enrolled in the program.**

Click or tap here to enter text.

1. **Licensure Standard (targeted level of success Collin College has chosen for meeting the SACSCOC standard): 93% of test-takers pass licensure exams.**
   * 1. **If applicable, state the program’s licensure pass rate for the most recent academic year.**

Click or tap here to enter licensure pass rate.

* + 1. **For any pass rate below 93% (Collin College standard), describe a plan for raising the pass rate.**

Click or tap here to enter text.

1. **Course Completion Standard (Collin College standard): 78% of students enrolled in program courses on the census date should still be enrolled on the last class day (grades of A through F).**
2. **State the course completion rate of each program course in the last 4 years.**

Click or tap here to enter text.

1. **For each course completion rate below 78%, describe a plan for raising the course completion rate.**

Click or tap here to enter text.

**C. Indicate with evidence that the program curriculum is current.**

Click or tap here to enter text.

1. **How does the program curriculum compare to curricula at other schools? Review programs at two or more comparable colleges. Discuss differences in curriculum and ideas for improvement, if any.**

Click or tap here to enter text.

1. **How does the program curriculum align with any applicable professional association standards or guidelines?**

Click or tap here to enter text.

1. **Is the curriculum subject to external accreditation? If so, identify the accrediting body and the most recent accreditation date for the program, and summarize the outcome of the last accreditation review, if available. (External accreditation reports are a good resource for constructing the program’s CIP and other program assessments.)**

Click or tap here to enter text.

1. **If the program curriculum differs significantly from these benchmarks, explain how the Collin College curriculum benefits students and other college constituents.**

Click or tap here to enter text.

**D. Present evidence from advisory committee minutes and composition that the program has an engaged committee that includes employers who are actively engaged on the committee, and who are representative of area employers.**

Click or tap here to enter text.

1. **How many employers does your advisory committee have?**

Click or tap here to enter number of employers on advisory committee.

1. **How many employers attended the last 2 meetings?**

Click or tap here to enter number of employers who attended last two advisory committee meetings.

1. **How has the advisory committee impacted the program over the last five years (including latest trends, directions, and insights into latest technologies)?**

Click or tap here to enter text.

1. **Briefly summarize the curriculum recommendations made by the advisory committee over the last 4 years.**

Click or tap here to enter text.

1. **Make a case with evidence that the program is well managed.**

Click or tap here to enter text.

1. **Examine the IRO table of average section size of program courses and draw conclusions from the data.**

**Upload the current Institutional Research Office (IRO) table of average section size of program courses in section V.E.1. of the Appendix.**

Click or tap here to enter table.

1. **Examine the IRO table of program courses to determine percentages of completion and draw conclusions from the data. For any courses that have a completion rate below 75%, explain the instructional and other intervention(s) that might improve success rates for each identified course.**

Click or tap here to enter text.

**Upload the current Institutional Research Office (IRO) table of grade distributions of program courses in section V.E.2. of the Appendix.**

Click or tap here to enter table.

1. **Insert data pertaining to the program from last Fall’s End-of-Term Full-Time/Part-Time Faculty Contact Hour Report here.**

Click or tap here to copy and paste text.

1. **What evidence do you have that students are satisfied with the program? What kinds of complaints do program students make to the associate dean/directors?**

Click or tap here to enter text.

1. **Effectiveness of Program Communications**
2. **Describe with evidence how the program literature and electronic sites are current, including accurately representing the program and supporting the program’s recruitment plan, retention plan, and completion plan.**

Click or tap here to enter text.

1. **Describe how the program solicits student feedback regarding its website and literature and how the program incorporates that feedback to make improvements.**

Click or tap here to enter text.

1. **Describe how the program ensures that students are informed/aware of program literature. Is program literature made accessible to all students (i.e., can they obtain the information they need)?**

Click or tap here to enter text.

1. **Identify who is responsible for monitoring and maintaining the program’s website, and describe the processes in place to ensure that information is current, accurate, relevant, and available.**

Click or tap here to enter text.

1. **In the Program Literature Review Table, document that the elements of information listed on the website and in brochures (services available, points of contact, current calendars, handouts, tuition costs and/or additional fees, hours of availability, syllabi) were verified for currency, accuracy, and relevance and were readily available to students and the public.**

**Upload the completed Program Literature Review Table in section VI.B. of the Appendix.**

1. **Effectiveness of Program Stakeholder Resources and Partnerships**

**In the Program Stakeholder Resources and Partnerships Table, list any business, industry, government, college, university, community, and/or consultant partnerships, including clinical or professional sites and internal Collin departments, to advance program outcomes.**

**Upload the completed Program Stakeholder Resources and Partnerships Table in section VII. of the Appendix.**

**VIII. Professional Development**

**In the Employee Resources Table, provide a list of professional development activities of program faculty/staff since the last program review.**

**Upload the completed Employee Resources Table in section VIII. of the Appendix.**

* + - 1. **Facilities, Equipment, and Funding (Optional)**

**NOTE: Respond to section IX only if the program is requesting improved resources.**

1. **Provide evidence regarding current deficiencies or potential deficiencies related to infrastructure (e.g., technology), facilities, equipment, maintenance, replacement, plans, or budgets that pose important barriers to the program or student success.**

Click or tap here to enter text.

1. **If any current or potential deficiencies exist, complete the resource tables below to supportyour narrative.**
   * + 1. **Facilities Resources Table**

**Upload the completed Facilities Resources Table in section IX.B.1. of the Appendix.**

* + - 1. **Equipment/Technology Table ($5,000 or More)**

**Upload the completed Equipment/Technology Table ($5,000 or More) in section IX.B.2. of the Appendix.**

* + - 1. **Financial Resources Table**

**Upload the completed Financial Resources Table in section IX.B.3. of the Appendix.**

* + - 1. **Continuous Improvement Plan (CIP)**

1. **Upload the program’s previous CIP tables in section X.A. of the Appendix.**

**In addition, e-mail the program’s previous CIP tables to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Describe how the program used its last Continuous Improvement Plan (CIP) to make the following improvements to the program over the past 4 years:**
2. **Program Learning Outcomes/Program Competencies**

Click or tap here to enter text.

1. **Overall improvements to the program**

Click or tap here to enter text.

* + - 1. **Evaluation of CIP Success**

**Based on the information, analysis, and discussion that have been presented in sections I–X of this program review, summarize the strengths and weaknesses of the program. Describe specific actions the faculty intends to take to capitalize on the strengths, mitigate the weaknesses, and improve student success and program learning outcomes.** **Provide the rationale for the expected outcomes chosen for the CIP(s).**

Click or tap here to enter text.

**XII. New CIP Tables**

**Within the context of the information gleaned in this review process and any other relevant data, identify program priorities for the next two years, including at least one program learning outcome (or program competency), and focus on these priorities to formulate the program’s new CIP. The program may also add short-term administrative, technological, assessment, resource, or professional development outcomes as needed.**

1. **Complete the CIP Outcomes, Measures & Targets Table. Choose 1 to 2 outcomes from the table to focus on over the next two years.**

**Upload the completed CIP Outcomes, Measures & Targets Table in section XII.A. of the Appendix.**

**In addition, e-mail the completed CIP Outcomes, Measures & Targets Table to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Complete boxes A, B, C, and D of the CIP Outcomes 1 & 2 Table.**

**Upload the completed CIP Outcomes 1 & 2 Table in section XII.B. of the Appendix.**

**In addition, e-mail the completed CIP Outcomes, Measures & Targets Table to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Program Learning Outcomes (PLOs)**
2. **Upload the program’s most recent Program Assessment Data Report in section XIII.A. of the Appendix.**

**In addition, e-mail the program’s most recent Program Assessment Data Report to the Institutional Research Office (IRO) at effectiveness@collin.edu.**

1. **Describe how the program used the Assessment Plan in the program’s Program Outcomes and Course Alignment (POCA) document to make the following improvements to the program:**
2. **Program Learning Outcomes/Program Competencies**

Click or tap here to enter text.

1. **Overall improvements to the program**

Click or tap here to enter text.