

\_\_\_\_\_\_\_\_

**(Name of program)**

**Periodic Review**

**Covering the years \_\_\_\_ to \_\_\_\_\_**

JOHNSON COLLEGE

3427 North Main Avenue, Scranton, Pa 18508

Contents

[Overview 3](#_Toc13044350)

[Introduction 4](#_Toc13044351)

[Role in the College Mission 4](#_Toc13044352)

[Faculty & Staff 4](#_Toc13044353)

[Budget 4](#_Toc13044354)

[Programs with Secondary Accreditation 4](#_Toc13044355)

[Progress on Previous Goals 4](#_Toc13044356)

[Review of Program Performance 5](#_Toc13044357)

[Student Learning Outcomes 5](#_Toc13044358)

[General Education Assessment within the Program 5](#_Toc13044359)

[Assessment of Faculty 5](#_Toc13044360)

[Program Demand 6](#_Toc13044361)

[Resources 6](#_Toc13044362)

[Environmental Analysis 6](#_Toc13044363)

[Planning 7](#_Toc13044364)

[Recommended Improvement Areas 7](#_Toc13044365)

[3-5 Year Strategic Program Plan 7](#_Toc13044366)

[Comments 7](#_Toc13044367)

# Overview

Johnson College academic programs regularly undergo periodic reviews, including evaluation from external stakeholders. The purpose of the periodic review is to evaluate the alignment of the program mission and goals with the College mission and goals, examine program information and data to evaluate strengths and areas in need of improvement, demonstrate the use of data, and develop goals for the future. The Academic Periodic Program Review process includes four phases:

1. Review and analysis of program data and discussions of issues and concerns to be addressed in the review report
2. Preparing the review report
3. Organizing the external reviewers
4. Preparing an action plan to be examined by the Chief Academic Officer and the Johnson College Assessment Team

The external review report is prepared by the external review committee. The external review committee is comprised of faculty and staff. The program’s director and faculty complete the review document in the fall of the academic year in which their review is scheduled. The external review committee evaluates the document in the spring and returns the analysis to the program. Program representatives will create an action plan to submit to the Johnson College Assessment Team (JCAT), which will then be passed along to the Chief Academic Officer and monitored by JCAT.

## Introduction

* List the name of the program along with the award (degree/certificate) and CIP Code
* Provide as an appendix (*Appendix A*) the scope and sequence of the program
* Provide as an appendix (*Appendix B*) the curriculum overview and course descriptions for program completion.
* Provide as an appendix the curriculum map for both programmatic learning goals and for general education learning goals. (*Appendix C*)
* Describe any curriculum changes made to the program over the previous five years. Include the date and reason for the changes. Include curriculum committee proposals and meeting minutes in an appendix (*Appendix D*). Also provide, if available, data on the change’s impact on the program.

## Faculty & Staff

* Provide a summary of the current full-time program faculty and staff, their academic preparation, professional experience and maintenance of current knowledge (including licensure, CEUs, and certifications if relevant). Identify those faculty who have taught in the department in the last five years and speak to the reason behind their separating from the program. Current resumes/curriculum vitae for all current full-time program faculty and staff can be attached as an appendix (*Appendix E*).
* Describe current job responsibilities for full-time faculty. Job descriptions can be attached as an appendix (*Appendix F*).
* Describe relevant faculty development activities in teaching and professional development over the past five years. Attach a copy of faculty personnel reports as an appendix (*Appendix G*).
* Describe and assess the numbers and qualifications of adjuncts teaching in the program. Current resumes/curriculum vitae for adjuncts who have taught key courses or who have taught in the program for two years or more can be attached as an appendix (*Appendix H*).

## Budget

* Provide a summary analysis of the program budget. Attach copies of the previous 5 years’ operating and capital budgets. (*Appendix I)*
* Reach out to Finance to request a five-year budget summary for both operating and capital budgets.

## Programs with Secondary Accreditation

* Provide the date of last self-study and any major conclusions or resulted actions.
* Attach the accrediting agency’s findings (*Appendix J*)
* Attach self-study documents as an appendix (*Appendix K*).

## Progress on Previous Department Goals

* List all goals and associated outcomes from the previous 5 years. Use the table to provide a brief synopsis.
* If this is your first periodic review, please use goals from the program’s annual reviews. Attach copies of previous Annual Reviews (*Appendix E*)
  + Include analysis, challenges, and comments
  + Discuss the status of goals/objectives: Which have been met and how were they met? Which are ongoing and why? In other words, close the loop. Use the table below.

|  |  |  |
| --- | --- | --- |
| Department Goal | Objective | Result |
|  |  |  |
|  |  |  |
|  |  |  |

## Review of Program Performance

* Provide an analysis of relevant performance data (*Please contact Office of Institutional Effectiveness for assistance if needed*):
  + Enrollment by level (freshman/senior) with gender and ethnicity
  + Completions with gender and ethnicity breakout
  + Graduation Rates
  + Persistence/Retention rates
  + Job placement rates, if applicable.
  + Exam/Licensure/Boards pass rate, if available.
* Describe any challenges or external factors that may have impacted the program performance.

## Student Learning Outcomes

* Provide all student learning outcomes for the program. Attach as an appendix the student learning outcomes (SLO) assessment grids for the past 5 years (*Appendix L*).
* Analysis of findings
  + Have students met the outcome expectations?
  + Where does the program need improvement to meet the student learning outcomes?
* Does the program have an Essential Skills list? Briefly describe the essential skills for the program and attach the list as an appendix. (*Appendix M*).

## General Education Assessment within the Program

* Identify the outcome of general education assessment within your program.
  + Are students progressing? (E.g. are students better in math and English in their second year?)
  + Is there evidence that the students use general education skills within the program? Explain.
  + What are the test results for freshman and seniors?

## Assessment of Faculty

* Provide evidence of the assessment of faculty and lab assistants. Attach as an appendix the instructor in-class observations (*Appendix N*).
* Provide data on overall instructor performance from the end-of-course surveys. Attach aggregated examples from surveys as an appendix (*Appendix O*).
* What are your findings?

## Program Demand

* What are the trends in the number of student enrollments and degrees granted since the last review?
* Are there any developments within the profession, local community, or the state that identifies an anticipated need, or lack of, for the program in the future? Provide market research if available.

## Resources

* Describe the current human, physical, and fiscal resources which are needed to carry out the program goals and objectives. Attach the capital equipment list (*Appendix P*).
* Is the current staffing adequate to effectively serve the student population? Explain.
* Analysis of program’s physical resources
  + *Facilities*
    - Are the facilities adequate for current programs / services?
    - Are the facilities (classroom/lab areas) clean and well maintained and sufficient?
    - Is lighting (in classroom) adequate?
    - Are there any safety hazards?
    - Are facilities accessible to students and faculty with disabilities?
    - Are the restroom facilities nearby and accessible for both genders?
  + *Equipment*
    - Does the program have the necessary equipment to fulfill the mission of the program?
    - How is the equipment maintained? (*Attach maintenance logs if applicable Appendix Q*).
    - Are there any safety hazards with the current equipment?
    - Is the equipment accessible for faculty and students with disabilities?
    - What other equipment is needed for the program?
  + *Materials*
    - Do the instructional materials used in the program reflect the real needs of the industry and community? Why or why not? (*Reference PAC meeting minutes*).
    - Is there adequate research or resource materials to support the program and instruction? If not, what additional research or research materials are needed for the program?
    - Are textbooks relevant and timely (published within the last 5 years)?
    - What additional supplies or materials are needed for the program?
* Analysis of program’s sources of funding
  + Include any previous or expected grants awarded to the program

## Environmental Analysis *(You will need to do some research for this section – Google)*

* List any notable changes in student characteristics or demographics.
* Describe any changes in technology that have had, or will have, an impact on the program.
* What are the top trends in the field or related fields, and how have they/will they be incorporated into the program?
* What areas of collaboration, either internal or external, have been explored? What was the outcome?

# Planning

## Recommended Improvement Areas

* Based on data and the analysis provided, list areas of improvement where goals were not met or new priorities for the program are needed.
* Please provide SWOT analysis to address the following topics:
  + Strengths
  + Weaknesses
  + Opportunities
  + Threats

## 

## 5-Year Strategic Plan

List the long-term (3 to 5 year) goals and objectives for the program.

Institutional Goal:

Strategic Goal #1 for the Department:

Objective for Year 1:

Objective for Year 2:

Objective for Year 3:

Objective for Year 4:

Objective for Year 5:

Measurement tool:

Current benchmark:

Institutional Goal:

Strategic Goal #2 for the Department:

Objective for Year 1:

Objective for Year 2:

Objective for Year 3:

Objective for Year 4:

Objective for Year 5:

Measurement tool:

Current benchmark:

Institutional Goal:

Strategic Goal #3 for the Department:

Objective for Year 1:

Objective for Year 2:

Objective for Year 3:

Objective for Year 4:

Objective for Year 5:

Measurement tool:

Current benchmark:

(Add more if necessary.)

## Comments

* Provide additional comments or narratives not addressed in other areas that would be helpful for a full program assessment