Review of Academic Programs – Procedures and Guidelines

Overview and Purpose

The Nebraska College of Technical Agriculture is dedicated to offering the best educational experience possible to our students. Regular assessment and review of academic quality is an essential component to achieving that goal and consists of three primary components: 1) regular input from Industry Advisory Councils; 2) annual assessment of course and program student learning outcomes by divisions; and 3) formal academic program reviews. The purpose of this document is to provide detailed procedures and guidelines for academic program reviews. For the purpose of program review, an academic program is defined as a focused knowledge area representing a program, degree or degree option. Program review will be cyclical and conducted at least once every six years for each academic program.

The primary purpose of program review is to improve academic quality and planning by evaluating:

- The mission and learning outcomes of the program and their relation to NCTA's mission.
- Curriculum/activities effectiveness in achieving the program's mission and learning outcomes.
- Assessment procedures used to measure program student learning outcomes.
- The quality of faculty and staff and their contributions to achieving the program's mission.
- Physical and financial resources used to provide student learning in the program.
- Supporting services and resources provided by the institution that support student learning in the program.

Current Review Cycle

Program	Review Year
Agronomy	2022-23
Ag Mechanics	2023-24
General Education	2024-25
Ag Education	2025-26
Animal Science	2026-27
Agribusiness Management Systems	2027-28

* Veterinary Technology Systems accreditation procedures by the AVMA will meet their program review requirement, which occurs every 3 years.

Program Review Outline

Each program review will consist of the primary steps below which in most cases will occur over the course of one year. More details of each step including a recommended timeline will be provided.

- Step 1 – preparation of the Self-Study Report.
- Step 2 – an external review team will be selected.
- Step 3 – external review team evaluates the self-study document and conducts a site visit.
- Step 4 – external review team drafts a summary evaluation report.
- Step 5 – NCTA's Dean and Assessment Committee examines the external review team's summary report and provides a formal recommendation.

- Step 6 –an action plan is created based on the self-study report and feedback from the external review team, NCTA Dean and Assessment Committee.

Self-Study Report

The self-study is a comprehensive written report prepared by the program that is undergoing review. It should thoroughly examine the current status of the program and describe activities and achievements since the last program review (last 5 years). The self-study provides a mechanism for the program to identify strengths and weaknesses in curriculum, instruction, resources, and student learning. Most importantly, the program under review will be able to identify and provide goals for program improvement based on the data and information collected in the self-study report, which will then provide guidance to NCTA for future planning.

The self-study report should be a team effort by the faculty and staff of the academic program under review with the academic lead providing primary guidance. Academic programs should initiate the self-study in a timely manner so the program review deadlines are met. The final draft of the report will be submitted to NCTA's Dean who must approve the report prior to sending the report to the review team.

Outline of Self-Study Report for Program Review
1) Introduction and overview of the program
2) Mission and goals of the division and programs
   a) Alignment to the college's mission and strategic plan
   b) Reflection on any recent changes
3) Effectiveness of instructional program
   a) Curriculum
      i) Describe the structure, currency, comprehensiveness, and delivery of curriculum.
      ii) Describe any cooperative efforts with other academic programs at NCTA, UNL, others.
   b) Student learning outcomes and assessment
      i) Description of assessment procedures
      ii) Presentation of assessment data since the last review
      iii) Changes made based on assessment
   c) Community, state, regional interactions to support student learning
      i) Relevant industries
      ii) Professional organizations
      iii) Student organizations and teams
4) Faculty effectiveness
   a) Summarize division's collective strengths in teaching, advising, and service
   b) Attach updated Curriculum Vitae
5) Resources
   a) Financial/budgetary
      i) Include and comment on annual operating budgets
      ii) Summarize internally funded (NCTA based) addition of resources
      iii) Summarize external grants, gifts-in-kind, etc. received

    b) Technology – comment on adequacy and currency of technological resources in use
    c) Physical facilities – comment on adequacy of classrooms, laboratories, etc. used to support student learning
    d) Supporting services provided by the college

6) Student data summary
    a) Total program enrollment
        i) Include gender, ethnicity, and home location demographics
        ii) Enrollment progression over the review period
    b) Enrollment for significant sub-areas of the program
    c) Retention rates
    d) Graduation rates
    e) Transfer rates

Review Team Membership

Divisions will work collaboratively with the Dean to select the external review team members. Each external review team should contain the following three members:

- A member from a relevant industry from the state of Nebraska
- A member from a relevant program within the University of Nebraska system
- A member from a relevant post-secondary institution besides the University of Nebraska system (can be in Nebraska)

Review Team Report

- Reviewers will utilize the standard evaluation rubric detailed in Appendix 1.

Program Review Expenses

- Review team travel expenses will be paid using NCTA funds allocated for Accreditation.

Recommended Timeline for Program Review

1) Preparation of self-study report – fall semester (due to NCTA Dean by December 1)
2) Selection of program review team – fall semester (team finalized by December 1)
3) Self-study report sent to review team – January (minimum 1 month prior to visit)
4) Review team site visit – February or March
5) Review team report complete – within 2 weeks of site visit
6) NCTA Dean and Assessment Committee provides feedback to program – April/May
7) Develop an Action Plan based on self-study and review team report - Summer

Appendix 1 – Evaluation Rubric for reviewers

A) <u>Curriculum Effectiveness</u>

1) Does the curriculum have the appropriate structure and rigor to achieve student learning in each field of study?

Excellent   Good   Acceptable   Needs Improvement   Poor

-----5-----------------4---------------3-------------------------2--------------------1------

<u>Comments/Recommendations:</u>

2) Is the curriculum up to date for each field of study?

Excellent   Good   Acceptable   Needs Improvement   Poor

-----5-----------------4---------------3-------------------------2--------------------1------

<u>Comments/Recommendations:</u>

3) Does the program sufficiently assess student learning outcomes?

Excellent   Good   Acceptable   Needs Improvement   Poor

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<u>Comments/Recommendations:</u>

4) Does the program adequately utilize assessment data to drive decision making?

Excellent   Good   Acceptable   Needs Improvement   Poor

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<u>Comments/Recommendations:</u>

B) <u>Faculty Effectiveness</u>

    1) Do the faculty have the appropriate qualifications and experience to effectively educate the students for their assigned course-work?

       Excellent   Good   Acceptable   Needs Improvement   Poor
       -----5-----------------4---------------3--------------------------2--------------------1------

       <u>Comments/Recommendations:</u>

    2) Do the faculty maintain continuous and appropriate professional development activities?

       Excellent   Good   Acceptable   Needs Improvement   Poor
       -----5-----------------4---------------3--------------------------2--------------------1------

       <u>Comments/Recommendations:</u>

    3) Does the program have sufficient faculty/staff to support effective student learning?

       Excellent   Good   Acceptable   Needs Improvement   Poor
       -----5-----------------4---------------3--------------------------2--------------------1------

       <u>Comments/Recommendations:</u>

C) <u>Resource Effectiveness.</u>

    1) Do the facilities and infrastructure support effective student learning?

       Excellent   Good   Acceptable   Needs Improvement   Poor
       -----5-----------------4---------------3--------------------------2--------------------1------

       <u>Comments/Recommendations:</u>

2) Do the technology and equipment support effective student learning?

Excellent   Good   Acceptable   Needs Improvement   Poor

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<u>Comments/Recommendations:</u>

3) Do the finances and budget support effective student learning?

Excellent   Good   Acceptable   Needs Improvement   Poor

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<u>Comments/Recommendations:</u>

4) Does the program exhibit effective stewardship of resources through operating budget management, grants, and gifts?

Excellent   Good   Acceptable   Needs Improvement   Poor

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<u>Comments/Recommendations:</u>

D) <u>Enrollment, graduation, and retention.</u>
     1) Does enrollment data support sustainability and growth for the division?

Excellent   Good   Acceptable   Needs Improvement   Poor

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<u>Comments/Recommendations:</u>

2) Does graduation and retention data indicate students are successfully completing the programs?

   Excellent   Good   Acceptable   Needs Improvement   Poor
   -----5-----------------4---------------3--------------------------2---------------------1------

   Comments/Recommendations:

Additional Comments/Recommendations