<u>POLICY</u>

In recognition of its responsibility for the efficient allocation of resources and its mission of service to the community, Ocean County College shall establish criteria for the evaluation of the effectiveness of its academic programs. These criteria will be utilized as a guide for College decision-making related to academic program continuance, revision, or termination.

ADOPTED: November 26, 1979   Reviewed: November 11, 1991
Revised: January 27, 2022

PROCEDURE

Program Evaluation refers to the comprehensive assessment of the College's Academic Programs and incorporates annual program updates, the periodic program review report, program chair reports, advisory committee meetings, and the comprehensive local needs analysis data. Academic program evaluation provides on-going, instructor-based evaluation for the purpose of improving the quality of the college's instructional programs and ensuring that outcomes achieved are consistent with the mission and goals of the institution. The primary focus of academic assessment is on student learning outcomes and includes the review of all academic programs for which a degree is awarded.

Through the program review report, the college determines that its academic programs are effective and that its students are learning. This is accomplished by assessing the degree to which:

- students are learning the knowledge, skills, and habits of thought necessary to achieve the program learning outcomes.
- the curriculum is designed to foster a coherent student learning experience and to promote synthesis of learning.
- the resources are sufficient to support the program of study and students' academic progress.
- student learning experiences are designed and delivered by instructors who are qualified, sufficient in number, and provided with resources, opportunities, and support for professional growth.
- the program of study is accurately described in official publications in a way that students are able to follow degree and program requirements.
- the program is preparing students for successful careers and, where appropriate, further education.
- the program is sustainable and consistent with the institutional mission, vision, and strategic goals.

Each year the Learning Assessment Committee will reserve a portion of its agenda for the purpose of program review. This committee will perform the function of receiving, evaluating, and responding to completed program review reports as indicated below.

1. After the Academic Dean, academic program chair, and/or departmental program review committee has completed the program review report, the dean will send a copy to the chair of the Learning Assessment Committee, who will distribute copies to the members of the Learning Assessment Committee.

2. The chair of the Learning Assessment Committee will plan a meeting at which the Academic Dean will present the report. Members of the college will be invited to attend this meeting and to engage in discussion.

3. The Learning Assessment Committee will evaluate the program, as described in the program review report, using the following criteria:

   a. Program learning outcomes are clearly stated, assessable, appropriate in number, and clearly aligned to the college mission, vision, and institutional goals.
   b. Program has activities with a description of how they support students.
   c. Student enrollment, retention, and graduation trends indicate sustainability of the program.

d. Use of student feedback to determine acceptability of the program to students.

e. Transfer and/or employment possibilities for students graduating from the program.

f. If applicable, students and alumni have pathway opportunities, such as certificates, stackable credentials, and experiential learning.

g. Advisory committee recommendations are accepted and incorporated into the program review.

h. All recommendations are evidence based, and areas of deficit in student learning outcomes, curriculum, resources and functions are targeted for improvement with accompanying action plans with timelines.

4. The Learning Assessment Committee will examine the program strengths, areas needing improvement, and suggestions for enhancing the program, as identified in the report, prepare a written response, attach this response to the report, and return the report to the Academic Dean.

5. The Academic Dean may enhance the program review process and/or report. He/she will then send a copy of the report to the Vice President of Academic Affairs.

6. The Learning Assessment Committee shall share with the Curriculum Committee any program review reports for programs under consideration for termination. The Curriculum Committee and the Learning Assessment Committee shall jointly offer to the College Senate any recommendation for program termination.

7. Programs must meet certain benchmarks, as detailed in the Planning and Assessment Handbook. A program that fails to meet any of the benchmarks at the time of its Program Review Report will need to develop an action plan and complete a follow-up monitoring report.

Detailed procedures for conducting the academic assessments can be found in the Assessment and Planning Handbook, which is reviewed and updated by the Learning Assessment Committee every three years, or as needed.

ADOPTED: November 26, 1979
Revised: May 1, 2001
Revised: April 30, 2002
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