**Five-Year Program Review**

Program review is part of the ongoing assessment and planning process at Richmond Community College. The program review is intended to provide a structured opportunity for faculty members to reflect on pedagogy, the role and effectiveness of the program, and institutional priorities. Specifically, the purposes of the Five-Year Program Review are to

1. make use of the available data to determine the viability and effectiveness of programs (this includes assessing program and student learning outcomes) leading to appropriate program modification,
2. enhance student learning (prepare graduates to satisfy employers’ needs or to be successful in their pursuit of a bachelor’s degree), and
3. improve teaching (which includes things such as professional development, identification of current best practices, determining appropriate resources, and providing appropriate physical environments).

This document provides data and a guide for reflection. After the document is complete, it must be submitted to the Dean of Institutional Effectiveness and Accountability and to the Vice President for Instruction. The document will be reviewed and posted to the appropriate place on RCC’s webpage.

**Part 1: Program Identification**

Program Name and Code:

Degree, Diplomas, and/or Certificates Offered:

Five Year Period Reviewed (use fiscal years—July 1st to June 30th):

* 1. **Lead Instructor:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **FT or**  **PT** | **Degrees, Training, or Academic**  **Credential** | **Date**  **Received** | **Institution Awarding**  **Credential** | **Courses**  **Taught** | **Professional**  **Affiliations** | **Start Date** | **End Date** |
|  |  |  |  |  |  |  |  |  |

**1.2 Instructors:**

|  |  |  |  |  |  |  |  |  |
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| **Name** | **FT or**  **PT** | **Degrees, Training, or Academic**  **Credential** | **Date**  **Received** | **Institution Awarding**  **Credential** | **Courses**  **Taught** | **Professional**  **Affiliations** | **Start Date** | **End Date** |
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Have all faculty credentials been verified and meet SACSCOC requirements found here: <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

Yes and meet requirements

Yes and do not meet requirements (Please put justification below)

Please upload supporting documentation as an attachment here.

**1.3: Faculty Workload**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Faculty** | **FT/PT** | **2010-2011** | | **2011-2012** | | **2012-2013** | | **2013-2014** | | **2014-2015** | |
| **Sections** | **Students** | **Sections** | **Students** | **Sections** | **Students** | **Sections** | **Students** | **Sections** | **Students** |
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Please comment on the above data.

Please upload any applicable artifacts as an attachment here.

**Part 2: Program Description**

Download the most current NCCCS program curriculum standard and attach to this document (<http://www.nccommunitycolleges.edu/academic-programs/curriculum-standards>). Verify that the program description listed in the catalog is correct and then click on the check box below to change to checked. (If not correct, change text to indicate the correction was made).

The current catalog description has been verified as correct.

The current pre-requisites have been verified as correct.

The current catalog description is incorrect, changes are below:

The current pre-requisites are incorrect, changes are below:

Please upload any applicable artifacts as an attachment here.

**Part 3: Enrollment Trend Analysis**

**Use the data provided to indicate trends (e.g., steady, increasing, decreasing, etc.) for each of the following measures.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | | **Fall Enrollment** | | | | | **Spring Enrollment** | | | | | | | **Summer Enrollment** | | |
|  | | **Total** | **DL total** | | **Non-DL total** | | **Total** | | | **DL total** | | **Non-DL total** | | **Total** | **DL total** | **Non-DL total** |
| 2014-2015 | |  |  | |  | |  | | |  | |  | |  |  |  |
| 2013-2014 | |  |  | |  | |  | | |  | |  | |  |  |  |
| 2012-2013 | |  |  | |  | |  | | |  | |  | |  |  |  |
| 2011-2012 | |  |  | |  | |  | | |  | |  | |  |  |  |
| 2010-2011 | |  |  | |  | |  | | |  | |  | |  |  |  |
|  | | | | **Demographics** | | | | | | | | |
|  | | | | **2014-2015** | | **2013-2014** | | **2012-2013** | **2012-2011** | | **2010-2011** | |
| Total Enrollment | | | | **2 Semester Average** | | **2 Semester Average** | | **2 Semester Average** | **2 Semester Average** | | **2 Semester Average** | |
| **Gender** | **Female** | | |  | |  | |  |  | |  | |
|  | **Male** | | |  | |  | |  |  | |  | |
| **Ethnicity** | **White** | | |  | |  | |  |  | |  | |
|  | **Black** | | |  | |  | |  |  | |  | |
|  | **American Indian/Alas** | | |  | |  | |  |  | |  | |
|  | **Unknown** | | |  | |  | |  |  | |  | |
|  | **Hispanic** | | |  | |  | |  |  | |  | |
|  | **Multiple** | | |  | |  | |  |  | |  | |
|  | **Asian** | | |  | |  | |  |  | |  | |
|  | **Hawaiian/ Pacific Islander** | | |  | |  | |  |  | |  | |
| **Age Average** | **Female** | | |  | |  | |  |  | |  | |
|  | **Male** | | |  | |  | |  |  | |  | |
|  | **All** | | |  | |  | |  |  | |  | |
| **Age Average** | **0-17** | | |  | |  | |  |  | |  | |
|  | **18-19** | | |  | |  | |  |  | |  | |
|  | **20-21** | | |  | |  | |  |  | |  | |
|  | **22-24** | | |  | |  | |  |  | |  | |
|  | **25-29** | | |  | |  | |  |  | |  | |
|  | **30-34** | | |  | |  | |  |  | |  | |
|  | **35-39** | | |  | |  | |  |  | |  | |
|  | **40-49** | | |  | |  | |  |  | |  | |
|  | **50-64** | | |  | |  | |  |  | |  | |
|  | **65+** | | |  | |  | |  |  | |  | |
| **Load (as of census date)** | **FT** | | |  | |  | |  |  | |  | |
| **PT** | | |  | |  | |  |  | |  | |
| **Degree Level** | **Associate** | | |  | |  | |  |  | |  | |
|  | **Diploma** | | |  | |  | |  |  | |  | |
|  | **Certificate** | | |  | |  | |  |  | |  | |
|  | **College Transfer Path** | | |  | |  | |  |  | |  | |
|  | **Transitional** | | |  | |  | |  |  | |  | |
| **Resident**  **County** | **Richmond** | | |  | |  | |  |  | |  | |
| **Scotland** | | |  | |  | |  |  | |  | |
|  | **Anson** | | |  | |  | |  |  | |  | |
|  | **Robeson** | | |  | |  | |  |  | |  | |
|  | **Moore** | | |  | |  | |  |  | |  | |
|  | **Other Counties In-state** | | |  | |  | |  |  | |  | |
|  | **Out-Of-State** | | |  | |  | |  |  | |  | |
| **Employment**  **Status** | **Employed Full Time** | | |  | |  | |  |  | |  | |
| **Employed Part Time** | | |  | |  | |  |  | |  | |
|  | **Unemployed** | | |  | |  | |  |  | |  | |

**3.1 Analysis:** Describe how these trends have affected student achievement and student learning by considering the following items after reviewing the data provided

1. section-by-section enrollment, course caps, and fill rate and note any trends and how they have affected student achievement and learning.
2. demographic make-up of your program’s students, note any trends, and describe how these trends have affected student achievement and learning

|  |  |
| --- | --- |
| **Distance Learning/ Non DL (Traditional)** |  |
| **Enrollment** |  |
| **Demographics** |  |

**3.2** Please explain any other relevant quantitative/qualitative information that affects the evaluation of your program.

Please upload any applicable artifacts as an attachment here.

**Part 4: Student Learning and Curriculum**

Course Level

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Learning Outcomes** | **Performance Data 2010-2011** | **Performance Data**  **2011-2012** | **Performance Data**  **2012-2013** | **Performance Data**  **2013-2014** | **Performance Data**  **2014-2015** |
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**4.1** Using the results from your program/department’s recent assessment reports, please summarize any pedagogical or curricular changes that have been made as a result of your course assessments.

**4.2** Are there problem areas still needing to be addressed?

**4.3** Do you feel this is still the most effective Student Learning Objective(s)? Why or Why not?

Please upload any applicable artifacts as an attachment here.

**Part 5: Program Retention, Graduation, and Employment**

Graduation and Retention Rate:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Fall Enrollment** | | | **Spring Enrollment** | | | **Summer Enrollment** | | **Annual StudentFTE** |
|  | **Pass Rate Fall** | | **GPA** | **Pass Rate**  **Spring** | **GPA** | | **Pass Rate Summer** | **GPA** |  |
| 2014-2015 |  | |  |  |  | |  |  |  |
| 2013-2014 |  | |  |  |  | |  |  |  |
| 2012-2013 |  | |  |  |  | |  |  |  |
| 2011-2012 |  | |  |  |  | |  |  |  |
| 2010-2011 |  | |  |  |  | |  |  |  |
|  | |  |  |  | |  | |  | |
|  | |  |  |  | |  | |  | |
| **Year** | | Cohort | Graduated | Returned (Not Graduated) | | Graduated/Returned Total | | Graduation/Retention Rate | |
|  | |  |  |  | |  | |  | |
| 2014 Fall to 2015 Fall | |  |  |  | |  | |  | |
| 2013 Fall to 2014 Fall | |  |  |  | |  | |  | |
| 2012 Fall to 2013 Fall | |  |  |  | |  | |  | |
| 2011 Fall to 2012 Fall | |  |  |  | |  | |  | |
| 2010 Fall to 2011 Fall | |  |  |  | |  | |  | |

Degrees, Diplomas, and Certificates Earned

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Diploma** | **Certificate** | **Total** |
| 2014-2015 |  |  |  |  |
| 2013-2014 |  |  |  |  |
| 2012-2013 |  |  |  |  |
| 2011-2012 |  |  |  |  |
| 2010-2011 |  |  |  |  |

5.1 According to your enrollment management plan, what is the target enrollment for this program? (Let’s put link here to enrollment management plan)

5.2 What recruitment activities or strategies are you participating in for this program?

5.3 What retention activities/strategies have you incorporated for this program?

Employment (This data is available from [www.nctower.com](http://www.nctower.com).)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
| % of graduates employed after 1 year (total) |  | |  |  |  |  |
| Degrees |  | |  |  |  |  |
| Diplomas |  | |  |  |  |  |
| Certificates |  | |  |  |  |  |
| Mean annual wages after 1 year |  | |  |  |  |  |
| Degrees |  | |  |  |  |  |
| Diplomas |  | |  |  |  |  |
| Certificates |  | |  |  |  |  |
| Median annual wages with 25th to 75th percentile range |  | |  |  |  |  |
| Degrees |  | |  |  |  |  |
| Diplomas |  | |  |  |  |  |
| Certificates |  | |  |  |  |  |

For AA and AS Only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
| # students who transferred to 4 yr. institution |  |  |  |  |  |
| Comparison of RCC student GPA to native student GPA | / | / | / | / | / |

**5.4** Please comment on any trends in the data above.

**5.5** Using the data above and the results from your program/department’s recent assessment reports, please summarize any changes that have been made as a result of your program level assessments.

5.6a Current articulation agreements can be found with the following universities/colleges (please check all that apply):

* Appalachian State University
* East Carolina University
* Elizabeth City State University
* Fayetteville State University
* NC Agricultural and Technical State University
* NC State University
* North Carolina Central University
* UNC Asheville
* UNC Chapel Hill
* UNC Charlotte
* UNC Greensboro
* UNC Pembroke
* UNC Wilmington
* UNC School of the Arts
* Western Carolina University
* Winston Salem State University
* Other private universities/colleges in North Carolina \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other state universities/colleges outside North Carolina \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.6 b If you have added any new articulation agreements since last year, please explain below (otherwise put N/A):

Upload copies of new articulation agreements here

5.6c Are all articulation agreements found on Student Transfer Information in the RCC College Transfer section of the RCC website found here: <http://richmondcc.edu/admissions/transfers>

Yes No

If you responded No, please contact the Director of College Transfer.

Please upload any applicable artifacts as an attachment here.

**Part 6: Reflection and Action Plans**

**6.1** Based on the data and analysis presented above, as well as on issues or items that you were unable to discuss above, comment on the strengths and opportunities for improvement of the program.

**Strengths:** List the current strengths of your program

**Opportunities for Improvement:** List the opportunities for improvement of your program

**6.2 Using** the trends and assessment outcomes as a basis for your comments, please briefly describe any future plans and/or modifications for program/department improvements. Any plans for reorganization should also be included, along with a resource request if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Plans or Modifications** | **Anticipated Changes/Improvements** | **Link to SLOs, Mission, and/or Strategic Directives** | **Does this have a Cost?** |
|  |  |  | **Yes No** |
|  |  |  | **Yes No** |
|  |  |  | **Yes No** |
|  |  |  | **Yes No** |
|  |  |  | **Yes No** |

Please upload any applicable artifacts as an attachment here.

**Part 7: Accreditation/Licensing and Needs and Estimated Costs for Proposed Program Changes**

**Part 7A:** Accrediting or Licensing Agencies (required only if the academic program is licensed or accredited by an agency or organization in addition to the institutional accreditation maintained with SACS)

7A.1 Is accreditation, approval, or licensing mandated or encouraged for your program? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_ We are considering accreditation/licensing

|  |  |  |  |
| --- | --- | --- | --- |
| **Accrediting/Licensing/Approval Entity** | **Reaffirmation or**  **Renewal Date** | **Associated Annual Expenses\*** | **Faculty primarily responsible for maintaining**  **Licensing, approval, or accreditation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Include all costs including required professional development, conference participation for faculty and/or students, site visits, annual fees, etc.

7A.1a Does approval, licensing, accreditation, or reaffirmation require site visits?

Yes (Go to 7A.1b)

No (Go to 7A.3)

7A.1b If so, how often?

7A.1c Please attach documentation of associated accrediting or licensing requirements.

**7A.1d If your program is considering seeking NEW accreditation or licensing within the next three academic years, please include the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Accrediting/Licensing/Approval Entity** | **Reaffirmation or**  **Renewal Date** | **Associated Annual Expenses\*** | **Faculty primarily responsible for maintaining**  **Licensing, approval, or accreditation** |
|  |  |  |  |
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\* Include all costs including required professional development, conference participation for faculty and/or students, site visits, annual fees, etc.

7A.2 Does approval, licensing, accreditation, or reaffirmation require site visits? If so, how often?

7A.3 Please attach documentation of associated accrediting, approval, or licensing requirements.

**Part 7 B: Needs and Estimated Costs for Proposed Program Changes**

**7B.1** Budget Review

|  |  |
| --- | --- |
| Year | Major Requested Expenditures |
| 2014-2015 |  |
| 2013-2014 |  |
| 2012-2013 |  |
| 2011-2012 |  |
| 2010-2011 |  |

**\***If more detailed information is needed, please check with the Business Office.

**7B.2** Budget Analysis of Projected Needs:

Notes: Do not include baseline-operating expenses that you have received year-in and year-out. Assume your program will continue to receive a base budget consistent with past years as reported in the table above.

Each need listed below should reflect the **Plans or Modifications** in the **Reflection and Action Plan** that was documented in Part 6**.**

**\*P is priority.** 1 is highest; must have to ensure program quality. 2 is important; will improve quality. 3 is nice to have; provides extra margin of excellence.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan** | **2015-2016** | | | **2016-2017** | | | **2017-2018** | | |
|  | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** |
| **Personnel** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Explain the justification for this need:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan** | **2014-2015** | | | **2015-2016** | | | **2016-2017** | | |
|  | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** |
| **Facilities**  **and**  **Equipment (Teaching Aides, Devices, Machines, Room Changes, or Alterations)** |  |  |  |  |  |  |  |  |  |
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Explain the justification for this need:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan** | **2014-2015** | | | **2015-2016** | | | **2016-2017** | | |
|  | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** |
| **Information**  **Technology**  **(Network, software, computers, classroom technology which is IT based)** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Explain the justification for this need:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan** | **2014-2015** | | | **2015-2016** | | | **2016-2017** | | |
|  | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** | **Need** | **Cost** | **P\*** |
| **Program**  **and**  **Curriculum**  **(Supplies, accreditation costs, books, materials)** |  |  |  |  |  |  |  |  |  |
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Explain the justification for this need:

7B.3 What are your plans if funds for program needs are not allocated?

Please upload any applicable artifacts as an attachment here.

**Part 8. Program Advisory Committee**

Current members of your advisory committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title/Occupation | Affiliation | Contact Information | Year Joined |
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Please provide the following information regarding the activity of your program’s advisory committee.

|  |  |  |
| --- | --- | --- |
| Year | # of Meetings | # of Advisory Members Present |
| 2014-2015 |  |  |
| 2013-2014 |  |  |
| 2012-2013 |  |  |
| 2011-2012 |  |  |
| 2010-2011 |  |  |

|  |  |
| --- | --- |
| Year | Significant Discussions |
| 2014-2015 |  |
| 2013-2014 |  |
| 2012-2013 |  |
| 2011-2012 |  |
| 2010-2011 |  |

|  |  |
| --- | --- |
| Year | Recommendations for the program: |
| 2014-2015 |  |
| 2013-2014 |  |
| 2012-2013 |  |
| 2011-2012 |  |
| 2010-2011 |  |

Please comment on your program’s advisory committee and its activities.

Please upload any applicable artifacts as an attachment here.

**Part 9. General Impressions and Reflections**

**9.1** What recent activities, dialogues, discussions, etc. have occurred to promote student learning or improve program/department processes in the last year. Mark an “X” in front of all that apply.

|  |  |
| --- | --- |
|  | Curricular development/revisions of courses |
|  | Curricular development/revision of programs |
|  | Increased or improved SLOs in courses or programs |
|  | Other dialogue focused on improvements in student learning |
|  | Documented improvements in student learning |
|  | New degree or certificate development |
|  | Best Practices Workshops |
|  | Conference Attendance geared towards maintaining or improving student success |
|  | Department attendance at Staff Development activity geared towards maintaining or improving student learning |
|  | Program or Department Meeting minutes |
|  | Reorganization |
|  | Other (please specify) |

9.1a Please comment on the activities, dialogues, and discussion marked above.

**9.2** Please provide an overall summary of your general impressions of and reflections on your program/department.

Please upload any applicable artifacts as an attachment here.