A. Purpose

To measure the effectiveness of its programs, an institution must develop and implement procedures to evaluate the extent to which the institution’s educational goals are being achieved and must use the results of these evaluations to improve educational programs, services, and operations.

B. Responsibility

It is the responsibility of the program department chair or director and coordinator appropriate dean, with the assistance of the director of institutional research, to direct and monitor an ongoing evaluation process of their academic program. The evaluations should include, at a minimum, program quality, student learning, and performance of former students.

C. Procedures

1. Evaluation of Existing Programs

Ongoing measures to evaluate existing programs may include the evaluation of instruction, assessment of student learning outcomes, adequacy of facilities and equipment, student performance on appropriate standardized tests, program completion rates, job placement rates, results of licensing examinations, evaluations by employees, and follow-up studies of alumni and transfer students.

2. Curriculum Changes

Any proposed curriculum changes shall be submitted by the appropriate department chair or director to the divisional dean. The proposed changes are then submitted to the College Curriculum Committee. Upon approval, they are submitted to the President's Executive Council. Upon approval, the President sends them to the Campus Affairs of the Board of Trustees as information or for approval, as appropriate.

3. Termination of Programs

Any recommendation for termination of a program shall be brought before the President’s Executive Council by the Chief Officer for Academic Affairs based on
recommendations from the appropriate dean, program director or department chair, the division curriculum committee, and College Curriculum Committee. Recommendations must be based on program evaluation data, market trends, student demand, needs assessment, and demographic information. Programs are only terminated by a recommendation by the Board of Trustees to the State Board of Community Colleges.