

Program Review Committee

Transition Meeting Minutes

January 25, 2017

- 1) The Committee reviewed and discussed all of the milestones accomplished over the previous 10 months to develop the revised Program Review (PR) process for Columbus State Community College. The Committee worked very diligently to align the new process with the College's strategic initiatives. The Committee developed a form for both BET/H&H and the Associate of Arts that is inclusive of profile data, student success data, and analysis questions culminating in goals for each program. A process for review of each completed PR was established and a pilot of the new BET/H&H form by the Nursing and Medical Laboratory programs were completed. The Committee worked with Annie Milakovic from Institutional Effectiveness to program each data piece into the Achievement Analytics system so that the datasets will fill electronically into the forms for each program. The College BAS department developed a Financial Review Summary to inform all regarding the revenue model of the College, as well as a dashboard so programs can view their data in relation to student completion rate and course section size. Finally, multiple communication meetings were held to inform internal stakeholders of the new Program Review Process. Three training classes were held in December for program coordinators/lead faculty. These classes were held in a computer lab so these faculty could do a hands on walk through of how to download the data form for their program. Photography faculty coordinator Gene Strickland developed a video showing each step of the downloading process. This has been shared widely and will be on the Program Review webpage.
- 2) The 2017 Program Review Cycle began January 17, the AA degree PR group may be slightly delayed as the Dean is working with Annie M. to refine the criteria around a couple of the AA data items.
- 3) The Program Review Committee has agreed to remain as a functioning committee for the next several years as the revised Program Review Process is fully implemented and reviewed for any needed adjustments and guidance. Dr. Martin Maliwesky will be the administrative lead of the committee and process. Faculty Fellows, Dr.'s April Magoteaux and Adam Moskowitz will co-lead the committee and faculty for Program Review.