

West Virginia Northern Community College

MULTI-YEAR PROCESS FOR CURRICULUM EVALUATION

Effective Date: September 27, 2001

Date Approved by WVNCC Board of Governors: September 27, 2001

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Replaces previous policy dated: WVNCC Policy No. 5.4.2 effective May 21, 1998,
“Institutional Program Review”

Rule: All curricula shall be periodically evaluated by an external panel of curriculum consultants consisting of (a) a minimum of two professionals in the field or from another institution chosen for their knowledge and expertise, at least one of whom shall be employed outside of the education field; (b) a faculty member from another program within the institution.

1. A written evaluation report by the panel shall be submitted to the faculty unit, the Academic Director and the Dean of Academic Affairs.
2. A final report to the President on the formal evaluation shall consist of (a) self-study report prepared prior to the visit, (b) the evaluation panel report, and (c) the faculty unit’s response to the evaluation report.
3. The final report shall be reviewed with the Institutional Governing Board. An institutional recommendation from the Board regarding the program shall be forwarded by the President to the Chancellor.

Formal Evaluation Procedures

- A. Internal Evaluation Report - Two months prior to the evaluation visit, the appropriate program director and/or academic center director, in conjunction with faculty assigned to the curriculum, shall review program objectives and outcomes and request relevant data from Career Services and Institutional Research and any other data source for the purpose of preparing a critical self study report.
 1. The self-study should include the following elements: stated objectives, curriculum structure, degree requirements, faculty vitae, current and projected enrollments, resources and facilities, student achievement and graduate success.

2. In its preparation, the program faculty should consult the Checklist for Self-Study and Data Submission Form provided by the Office of the Dean of Academic Affairs.
 3. The critical section of the self-study should outline briefly the faculty unit's perception of the strengths and weaknesses of the curriculum and new directions under consideration.
 4. A file of those documents relating to the curriculum shall be prepared which may include but is not limited to the following: course syllabi, final examination copies, budget information, the original curriculum proposal (or previous formal evaluation reports); and institutional research documents such as graduate follow-up studies, attrition/persistence reports, standardized test results and student profiles. Additionally, any documentation relating to quality indicators, such as logs, student letters, faculty exchange may be cited.
- B. The Evaluation Panel - The purpose of the visiting panel is to provide consultation to the faculty rather than merely a critique. The panel shall be chosen by the Dean of Academic Affairs in consultation with the Academic Director. The faculty unit shall suggest the names of individuals they believe are qualified to evaluate the curriculum. The College representative on the panel shall be appointed by the Dean of Academic Affairs with the approval of the program core faculty.
1. The panel shall receive the Self-Study report at least one week prior to the scheduled visit.
 2. During the visit, the College faculty member on the panel shall be relieved of all other duties. Class coverage shall be arranged.
 3. The consulting team will convene on the morning of the scheduled visit for a meeting with the program faculty and administrators in order to review the visit agenda.
 4. Specific arrangements shall be made by the Academic Director for the team members to meet with students and with members of the program's Advisory Committee, if possible.
- C. The Visit - The visit shall last for approximately a day and half day and shall include interviews with faculty, students, support staff, and administrators related to the curriculum as well as examination of pertinent materials and inspection of facilities and equipment. Classrooms and laboratories may be visited. The panel shall discuss its findings with the faculty on the second day. The evaluation report shall be submitted within one week of the visit by the lead member of the panel.

- D. The Evaluation Report - The report shall summarize the panel's findings in three main sections; strengths, weaknesses, suggested new directions. Following are some of the questions to be addressed:
1. Is the need for the curriculum justified? Is it clearly related to the College mission?
 2. Are the curriculum objectives valid? Are the objectives clearly articulated and understood by faculty and students in the program?
 3. Is the curriculum content current? Are proposed curriculum directions appropriate considering the needs of students and the field for which they are being trained? Do the courses relate well? Is there an integrated basic skills component?
 4. What are the students' perceptions of the overall quality of instruction? Of their needs satisfaction? Is there evidence of good rapport with faculty?
 5. What conclusions may be drawn about the persistence/attrition and graduation data?
 6. Are graduates being employed in the field or successfully transferring for higher degree study?
 7. What are the professional aims of the faculty, both full time and part time? Is there evidence of academic vitality?
 8. Does the program enjoy sufficient support from the administration and other support areas (e.g., library)?
 9. Are sufficient resources available to support the program? Are existing resources and facilities appropriately and well used?
 10. Are there any obstacles to the continuation of the program?
- E. Response to the Evaluation - The faculty unit shall meet to consider the panel's findings following the visit and shall prepare a written response to the evaluation report within two weeks. This response may express agreement or disagreement with the report recommendations. It should be a summary of the value of the experience but should not attempt to provide further detailed documentation.

Evaluation Scheduling

1. Normally, evaluations shall be scheduled every five years. Periodic reports may be required, and in some cases, follow-up reviews may be scheduled in a shorter time frame. The rotation schedule shall be published by the Dean of Academic Affairs Office.
2. During initial preparation for the evaluation, if the faculty unit discovers major weaknesses to be corrected, they may request delay of the scheduled visit with provision for another time.
3. Those curricula which undergo other types of evaluation by outside agencies for accreditation may be excluded from the list.
4. In cases involving a small program with less than three core faculty members, the evaluation may be shortened to one day with an evaluation team membership of two professionals.
5. This process shall be examined for possible amendment following five program evaluations in which it is implemented.

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

CURRICULUM/PROGRAM EVALUATION



(Please use this format to guide the report.)

Dates of Visit: _____

Curriculum: _____

ABSTRACT

General Conclusions:

Major Strengths:

Significant Weaknesses:

Recommendations/Suggested New Directions:

Consultation Team: _____

Date of Report: _____

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ACADEMIC PROGRAMS EVALUATION

Procedural Checklist for Academic Director

- _____ 1. Establish tentative date with the Dean of Academic Affairs when evaluation visit will take place.
- _____ 2. In consultation with program faculty, prepare a list of potential evaluators who possess the necessary expertise to serve on the program evaluation team. List should include faculty representatives in similar programs at area two or four year institutions, potential evaluators from outside of the education field and possible consultants in the field from outside of the region.
- _____ 3. Prioritized list of evaluators should be submitted to the Dean of Academic Affairs for review and approval.
- _____ 4. In cooperation with the Dean of Academic Affairs office, from approved list, telephone potential evaluators two months in advance of visit to establish availability and a common date for the evaluation visit. Select one of the evaluators to serve as team leader.
- _____ 5. Notify the Dean of Academic Affairs of final evaluation team members and dates agreed upon for the evaluation visit at least one month prior to the visit.
- _____ 6. Send written confirmation and copies of the document "Rule for Programs Evaluation" to each of the external members of the evaluation team and the internal college evaluation team member assigned by the Dean of Academic Affairs.
- _____ 7. At least two months prior to the visit the faculty unit assigned to the curriculum or program should prepare a self-evaluation report. This report should include:
 - ___ a. Stated mission and objectives.
 - ___ b. Curriculum or program structure.
 - ___ c. Degree requirements.
 - ___ d. Current faculty vitae.
 - ___ e. Current and projected enrollments.
 - ___ f. Resources and facilities.
 - ___ g. Perceived weaknesses.
 - ___ h. New directions under consideration.

- _____ 8. Prepare a file of those documents related to the curriculum or program to include items such as:
- ___ a. Update course syllabi.
 - ___ b. Final examination copies.
 - ___ c. Budget information.
 - ___ d. The original curriculum proposal.
 - ___ e. Previous formal evaluation reports.
 - ___ f. Follow-up study results.
- _____ 9. Complete Data Submission Form and submit to the Dean of Academic Affairs Office. (Consult with Director of Institutional Research.)
- _____ 10. The evaluation panel and the Dean of Academic Affairs shall receive the self-study report at least one week prior to the scheduled visit.
- _____ 11. Financial arrangements:
- ___ a. Inform external members of the panel in writing the amount of stipend each will receive for serving on the team.
 - ___ b. Submit purchase requisitions in advance for evaluators' expenses to include:
 - ___ 1. Lodging if necessary (make reservations)
 - ___ 2. Lunches
 - ___ 3. Breakfast
 - ___ 4. Mileage and tolls
 - ___ 5. Stipend for serving on team
 - ___ 6. Additional stipend for team chairman who writes formal report
 - ___ c. Team members should submit all receipts and sign vouchers so that checks can be promptly issued.
- _____ 12. The evaluation visit shall last one to one and a half days and shall include:
- ___ a. Breakfast meeting between curriculum or program unit administrator, Academic Director, Dean of Academic Affairs, and members of the evaluation panel. The purpose is to clarify objectives of the evaluation process, answer questions and establish a timetable during the evaluation visit.
 - ___ b. Interviews with faculty.
 - ___ c. Interviews with students.
 - ___ d. Interviews with support staff.
 - ___ e. Interviews with administrators.
 - ___ f. Examination of pertinent materials.
 - ___ g. Inspection of facilities and equipment.
 - ___ h. Visitations to classrooms and laboratories.
 - ___ i. On the morning of the second day the panel should meet and discuss its findings with the faculty unit, Academic Director and Dean of Academic Affairs.

- _____ 13. The evaluation report by the team shall be submitted to the Dean of Academic Affairs within one week of the visit by the lead member of the panel.
- _____ 14. The faculty unit shall meet to consider the panel's findings following the visit and shall prepare a written response to the evaluation report within two weeks.
- _____ 15. The complete report is forwarded to the President for review by the Board.
- _____ 16. Faculty program leader and/or Academic Director attend Board review session.