

Highline College Program Review Process for Professional Technical Programs

Highline College has an established process for reviewing professional technical programs that assures comprehensive examination, allows focus on pertinent areas, and requires timely action on recommendations. Professional Technical Education programs will be considered for review every 3 years. At the schedule year of review, if after initial consultation with the program coordinator, division chair and dean there does not appear to be a need for or benefit of engaging in the review process at this time, the program may be waived for review until the next 3 year review cycle. In the case that that the Chief Academic Officer determines there is no need for or benefit of engaging in the review process at the next review cycle, one final waiver may be granted.

The program review process is initiated by the Dean for Instruction for Professional Technical Education. The program review committee includes faculty representation from the department, division, and at large, the Division Chair and the Dean for Instruction for Professional Technical Education. The process includes collaboration with the Institutional Researcher. Additional faculty and staff may be invited to meetings for specific input. Advisory Committee members are included in the process directly with representative participation or through Advisory Committee Meetings by reporting and gathering feedback. The committee determines the focus points of the review process which typically include but are not limited to examination of the following information:

Curriculum

- Mapping of degree/program outcomes, college wide outcomes, curriculum and course alignment, and student learning outcomes
- Curriculum review for relevance, currency, alignment with industry standards
- Examine use of evidenced based teaching methodology and cultural responsiveness of the curriculum

Industry and Community Relationships

- Advisory committee meeting regularity, appropriate membership representation and program contributions
- Review of student work-based learning/internship opportunities
- Data tracking employment in the industry post completion/ graduation
- Employer satisfaction and feedback regarding graduate preparation, advancement opportunities, wage progression
- Participation in outreach, recruitment, and community engagement

Student Achievement

- Student enrollment, retention and completion data review
- Program-level academic advising for new and current students

- Opportunities for pathways to related bachelor degrees and actual utilization demonstrating student access

Faculty Service and Leadership

- Commitment to and participation in teaching, learning and assessment responsibilities and professional development
- Contributions and participation of the department faculty to shared governance and campus vitality
- Inclusion of adjunct faculty in professional development and curriculum planning
- Collaboration with other departments and/or campus resources

Data Collection

The process may include quantitative and qualitative data collection; interviews with employer-industry, faculty, and students; and student and alumni focus groups.

- Student enrollment, retention and completion data
- Surveys and/or focus groups of students determining satisfaction with their experience in the program including their feedback/recommendations
- Surveys and/or focus groups of program alumni determining satisfaction and feedback/recommendations

Program Outreach, Recruitment and Marketing

- Participation in outreach, recruitment, and community engagement;
- Program web presence, social media use and marketing materials
- Academic advising for new students

The process may include quantitative and qualitative data collection; interviews with employer-industry, faculty, and students; and student and alumni focus groups. The program review committee completes a report of recommendations that includes relevant data, recommendations, potential challenges, and a time line for implementation and individuals with lead responsibility. The review team submits the report to the Vice President of Academic Affairs.

The Vice President of Academic Affairs meets with the program review committee and/or department members and provides feedback and suggestions to be considered/incorporated; assists in identifying resources for implementation; and approves the finalized recommendation report. This is a recursive process with scheduled assessment of progress toward implementation of recommended action and continuous quality improvement.