Cape Fear Community College  
Program Review Process and Timeline  
Vocational/Technical Programs

Purpose and Overview
The purpose of program review is to ensure the relevancy and currency of Cape Fear Community College curriculum programs.

It is expected that the results of program reviews will be incorporated into departmental and program objectives and the programs will be revised in accordance with the recommendations of the review.

Timeline
- Data Collection - Fall Semester
- Analysis by Program Review Team - Spring Semester
- Preparation of Final Report - Spring Semester
- Follow-Up on Recommendations - Annually in Fall Semester until satisfied

CFCC will conduct program reviews on a rotating, five-year cycle. A sufficient number of programs will be reviewed annually to ensure that every curriculum program is reviewed a minimum of once every five years. A calendar will be developed and updated annually indicating programs to be reviewed by year. A program will automatically be reviewed in any and every year that the program enrollment drops below 10 students.

As feasible, programs will be reviewed the academic year prior to their re-accreditation by external agencies. An effort will be made to balance the reviews among the AA, AS, AAS, certificate and diploma programs.

Membership of the Program Review Team
The lead instructor of the program being reviewed will be an ad hoc member of his/her program review team. The reviewing team will have 7 members from the Institutional Effectiveness (IE) Committee including the dean of arts and sciences, the dean of vocational technical education, the director of career and testing services, two instructional department chairs and two members at large. The institutional researcher will serve as an ex officio member. Cross-institutional membership of the review team ensures that the program review process is thorough and objective.

Process
The program review team will review the information provided to them in the program review outline and prior to the program review meeting (see Program Review Outline
and Data Collection below). Based on information in the outline, each team member conducts his/her analysis of the strengths and weaknesses of the program, opportunities for the program and trends that may represent current or future threats to the viability of the program. Team members are also encouraged to conduct interviews with faculty, department chair, dean or students for additional information, if needed.

The instructional dean schedules and conducts the program review team meetings beginning in January. During meetings, members discuss their findings and clarify any issues with the dean, department chair and lead instructor to ensure their complete understanding of program currency, relevance and viability. As appropriate, the review team will generate and agree on a final list of the strengths, weaknesses, opportunities/threats and recommendations for improvement. Whenever possible, team members should suggest specific strategies for correcting deficiencies.

Once the team completes their work, the dean provides the results of the review to the research office for preparation of the final report.

**Preparation and Distribution of the Report**
The research office will prepare the final report by the end of the spring semester and forward the report to the dean and program lead instructor for their review and signatures. The dean will then forward the report to the vice president of instruction and the department chair. If the program review team recommends terminating the program, the vice president of instruction will indicate concurrence or disagreement and forward the final report to the president for a final decision. Signed copies will be filed in the offices of the dean, lead instructor and research office.

**Follow-Up on Recommendations**
By September 30 of the fall semester following the review, the lead instructor will send a memorandum to the dean describing progress on the recommendation(s) and status of completion. It is expected that recommendations will be addressed in annual unit assessment plans, the budget planning process, and possibly, the advisory committee agenda. The lead instructor will continue to respond to the dean if recommendations remain outstanding in any year. Responses will indicate the reason action has not been completed and if the recommendation(s) should be modified. The dean will review and accept the response or indicate that further action is warranted.

**Program Review Outline and Data Collection:**
The review team will be provided the following information as outlined below. The office or person responsible for gathering the information is shown in parenthesis. The
information should be given to the research office by November 15 so that the outline can be compiled and copies provided to the review team no later than January 1.