

Mesabi Range Community & Technical College

PROGRAM REVIEW NON-INSTRUCTIONAL GUIDEBOOK

The purpose of Program Review of Mesabi Range College is to study each program of the College every five years in a manner that will accommodate improvement, change, and recognition of a job well done. Only by taking the time to look thoughtfully at various aspects of all programs (instructional and non-instructional) can we assess the needs and determine the future direction of the College. Program Review provides the opportunity to contemplate and reflect about what works and what does not work within our programs. The process can be very productive and a worthwhile learning experience for the program being reviewed and the entire College. Program Review emphasizes the assessment of student learning at the program level and is one facet of assessment that helps Mesabi Range Community & Technical College improve learning.

Program Review Non-Instructional Guidelines*

I. Overview of the Program

- A. Description of the program (*philosophy, purpose, mission of program, etc.*)
- B. How are the Mesabi Range Community & Technical College Mission, Vision Statement, Goal Statements and Guiding Principles reflected in your program?

II. Assessment Related to Goals for Student Success

- A. How are the Mesabi Range Community & Technical College Core Abilities reflected in your program: (Communicate Effectively, Think Critically, Demonstrate Mathematical Skills, Use Information Technology)
- B. Who are the *students/clients served by your program?
- C. Describe how your program contributes to student learning through serving these customers/clients.
- D. Student/Client Satisfaction Survey results.

*You may not be addressing students in your program.

III. Assessment: Regulations Compliance

Discuss regulations imposed by outside agencies (*if applicable to the program*).

IV. Assessment: Staff Development

Discuss the types of staff development that your employees have participated in during the past three years. Some examples may include:

- Customer Service
- Bloodborne Pathogens
- Conflict Resolution
- Computers
- Other _____

V. Assessment: Program Facilities and Equipment

A. Facilities

1. Is the facility appropriate for the program? _____ Yes _____ No

2. Up to date and properly maintained? _____ Yes _____ No

If no, please explain.

B. Equipment

1. Is the equipment appropriate for the program? _____ Yes _____ No

2. Up to date and properly maintained? _____ Yes _____ No

If no, please explain.

VI. Review of Printed Material and Web Site (*if one exists*)

A. Review all printed information about your program

1. Is it appropriate and current for your target audience?

2. Does the appearance of the document represent the College in a professional manner?

B. Review of the Web Site Developed for your Program

1. Is it appropriate and current for your target audience?

2. Does the appearance of the web site represent the College in a professional manner?

C. Recommendations from Previous Program Review. Discuss the recommendations from the previous program review and the action that has been taken.

VII. Summary of Strengths and Limitations

A. Strengths. Noted achievements and strengths of the program in the past three years. (*Focus on the program. If individual employee achievements are listed, please*

demonstrate how they strengthen the program.)

B. Limitations

VIII. Assessment: Program Efficiency

- A. Compare Costs for the last four years.
- B. Discuss significant increases or decreases.
- C. Enrollment _____

Purpose - to determine is the program within 10% of the MnSCU average. Only those greater than 10% above MnSCU average need to provide an explanation. *(Standard would be based on MnSCU FYE per program discipline.)*

College Cost per FYE by Level (In District Only)

Program/Discipline

Year	FYE	Cost per FYE
FY 02		
FY 01		
FY 00		

FYE and COST per FYE

Program/Discipline

Year	Annualized In Dist FYE	Cost per FYE
FY 02		
FY 01		
FY 00		
3 Year Averaged Cost Per FYE		

Program/Discipline Efficiency cost per FYE (Based on Three-year Average)

	FYE	Cost Per FYE	
Close to MnSCU Average			Within 10%
Below MnSCU Average			Greater than 10% below
Above MnSCU Average			Greater than 10% above

If program/discipline three year FYE average is under 10% of MnSCU average or three-year average cost per FYE is over 10%, the program/department is asked to explain the apparent inefficiency and/or offer whatever ideas it has to achieve greater efficiency.

Explain if above/below MnSCU average (Completed by program review committee)

Number of Graduates (Occupational Programs Only):

Number placed in Occupational/Related Area (Occupational Programs Only):

IX. Future Directions

A. Recommendations for Improvement

1. Non-fiscal (*Plan for making improvements according to assessment information.*)
 - a. Short Term (*1 to 2 years*)
 - b. Long Term (*Estimated time?*)
2. Fiscal (*Plan for making improvements that involve budgetary decision-making. If additional staff is recommended, please include a detailed analysis of cost and justification. If a report includes recommendations that involve budget decisions, the program must be responsible for taking the request through the appropriate budget process during the following year.*)
 - a. Short Term (*1 to 2 years*)
 - b. Long Term (*Estimated time?*)

B. Vision for the Future

Dream and consider possibilities for the program based on audience, standards in education, market demand, or other concepts that you define.

* Western Wyoming Community College (Dr. Colleen Altaffer-Smith) provided a Program Review plan to our assessment committee that served as a model for this format.

Program Review Schedule

September/October Goals established and methods of assessment / selected – report to Provosts and Assessment Coordinator (memorandum giving brief summary of Progress)

December Reports completed and given to Provosts and Assessment Coordinator

March Final Reports to Provosts and Assessment Coordinator

May Final Reports to Provosts to give to College President

X. Recommendations from Previous Program Review