

# Policy Manual



<b>Title: Instructional Program Review and Evaluation</b>	<b>Number:</b> 6Hx2-4.12
<b>Legal Authority:</b> <i>Fla. Stat. §§1004.04, 1001.64, 1007.33; Fla. St. Bd. of Ed. Admin. R. 6A-14.060</i>	<b>Page:</b> Page 1 of 4

## GENERAL STATEMENT

In order to promote continuous improvement and program effectiveness, Broward College (the College) has established procedures to conduct quantitative and qualitative reviews of instructional programs and academic support systems. State and specialized accreditation agency reviews are conducted as per mandates established by these agencies. The President is authorized to establish procedures to conduct quantitative and qualitative reviews of instructional programs and academic support services to determine their effectiveness.

## THE POLICY and THE STUDENT

Program reviews are done to promote continuous improvement and program effectiveness. New students entering a program must abide by any new program changes in their applicable catalog. Students who have questions regarding changes to a program should consult the Associate Dean of their program or the appropriate Dean. Students have the right to contact specialized accreditation agencies to discuss the status of accredited programs.

## THE POLICY and THE FACULTY AND STAFF

Faculty and Associate Deans review, evaluate, maintain accreditations, and modify programs in compliance with state requirements for continuous improvement and student success subject to Board approval. Program outcomes are reviewed during the process.

## IMPLEMENTATION and OVERSIGHT

The office of Academic Affairs coordinates the Associate in Arts degree comprehensive review, as well as, the 5-year reviews and additional comprehensive reviews of the Associate of Science degrees, Bachelor of Science degrees, Associate of Applied Science degrees, Certificates, and Career programs.

The President may recommend to the Board of Trustees the termination of any program (reference Policy 6Hx2-4.10), which can no longer be sustained by the College owing to factors such as, but not limited to, low enrollment, low graduation, lack of employment opportunities, unavailability of qualified faculty, inadequate resources to operate the program in an efficient cost-effective manner, or changes in statutory regulations.

## Associate in Arts Degree Program

The College Provost/Senior Vice President for Academics and Student Success and appropriate faculty leaders will establish a process and timetable for the comprehensive internal review of the requirements for the Associate in Arts degree, including general education requirements. The full review should take into account any changes to the College's mission statement that might have occurred as a result of changes in state mandates and SACS criteria relating to the Associate in Arts degree and general education.

Between comprehensive reviews of the Associate in Arts Degree Program and general education review, the College Provost/Senior Vice President for Academics and Student Success will establish the procedure to be followed for considering amendments to the Associate in Arts Degree Program structure and general

**History:** *Revised as Policy 4.17 (Program Evaluation) on September 21, 1982; revised December 16, 1986; revised and re-numbered as (Instructional Program Evaluation) on April 16, 1997; revised and re-titled April 28, 1999; revised January 27, 2009; revised August 30, 2012; revised February 26, 2013*

<b>Approved by the Board of Trustees</b>	<b>Date</b> 2/26/13	<b>President's Signature</b> 	<b>Date</b> 2/26/13
--	------------------------	----------------------------------	------------------------

# Policy Manual



<b>Title: Instructional Program Review and Evaluation</b>	<b>Number:</b> 6Hx2-4.12
<b>Legal Authority:</b> <i>Fla. Stat. §§1004.04, 1001.64, 1007.33; Fla. St. Bd. of Ed. Admin. R. 6A-14.060</i>	<b>Page:</b> Page 2 of 4

education program requirements. The results of the review will be forwarded to the college wide Curriculum Committee for consideration.

### **Associate in Science Degree, Associate of Applied Science Degree, Applied Technical Diploma, Technical Certificate, and Career Vocational Programs**

A comprehensive review of each Associate in Science Degree, Associate in Applied Science Degree, Applied Technical Diploma, Technical Certificate, and Career Vocational Programs will be conducted every five years on a rotational basis in compliance with the review schedule established by the Florida Board of Education’s Division of Community Colleges for Level II Review Reports.

Internal program reviews will use state criteria for reporting the Level II reviews to the state. The reports should include:

1. the goals and objectives of the program/discipline and its relationship to the College mission;
2. curriculum currency and relevancy;
3. enrollment, diversity, placement and graduation data;
4. student demographics
5. annual job openings;
6. program/discipline cost information;
7. student employment and student earnings;
8. adequacy of faculty and staff;
9. adequacy of facilities, equipment, and learning resources;
10. agreements with educational institutions and other external agencies,
11. plans for implementing changes and/or improvements if needed.

### **Bachelor Degree Programs**

Each Campus President or his/her designee with oversight for the specific program has the responsibility to review each program on an annual basis to ensure quality and currency in academic requirements and fiduciary responsibility for budgeted resources. The review will include, but is not limited to, student and employer surveys to evaluate if the program is current with accreditation requirements and local workforce needs.

### **Specialized Accreditation**

Programs holding specialized accreditation and scheduled for review must meet the association’s standards and reporting timeframes in order to maintain program accreditation in good standing. In cases where a specialized accreditation review is conducted, that accreditation self-study review will fulfill the College’s 5-

**History:** *Revised as Policy 4.17 (Program Evaluation) on September 21, 1982; revised December 16, 1986; revised and re-numbered as (Instructional Program Evaluation) on April 16, 1997; revised and re-titled April 28, 1999; revised January 27, 2009; revised August 30, 2012; revised February 26, 2013*

<b>Approved by the Board of Trustees</b>	<b>Date</b> 2/26/13	<b>President’s Signature</b> 	<b>Date</b> 2/26/13
--	------------------------	----------------------------------	------------------------

# Policy Manual



<b>Title: Instructional Program Review and Evaluation</b>	<b>Number:</b> 6Hx2-4.12
<b>Legal Authority:</b> Fla. Stat. §§1004.04, 1001.64, 1007.33; Fla. St. Bd. of Ed. Admin. R. 6A-14.060	<b>Page:</b> Page 3 of 4

year internal program review for state Level II Review Reports. Furthermore, the results of the accreditation review may be used as the basis for any decisions regarding program modification or termination.

## VIOLATION OF POLICY

Violations of this policy shall be investigated by the Provost/Senior Vice President for Academics and Student Success in conjunction with the appropriate Campus President and in consultation with the Vice President of Human Resources in determining the course of action.

Violations of this policy may result in disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

## DEFINITIONS

**Applicable Catalog** – The catalog in which a student whose continuous enrollment in college-level or vocational credit courses during all major terms from initial enrollment to graduation meets either the graduation requirements in effect when initially enrolled or those in effect at the time of graduation. Certain specialized programs at the College will require adherence to the Catalog in effect at the time of acceptance to the program, rather than acceptance to the College in general.

If a student's enrollment is interrupted by one or more major terms the student must meet either the requirements of the catalog in effect at the time of re-entry into said program or the requirements of the catalog in effect at the time of graduation.

**Applied Technology Diploma (A.T.D.)** – A program of study that is part of an A.S. or A.A.S. degree that leads to employment in a specific occupation. The A.T.D. may consist of either vocational or college-level credits and is approximately 50% of the technical component of the A.S. or A.A.S. degree. The diploma may transfer to some universities.

**Associate in Applied Science (A.A.S.)** – A technical degree of at least 60 college-level credit hours consisting of at least 15 General Education credits hours, and technical courses. Graduates are prepared for immediate entry into the workforce. The degree may transfer to some universities.

**Associate in Arts Degree (A.A.)** – A program of study equivalent to those offered to freshman and sophomore students in the lower division of Florida's state universities. The degree requirements include 36 credits hours of General Education requirements that parallel university requirements and electives in preparation for a program of study.

**History:** Revised as Policy 4.17 (Program Evaluation) on September 21, 1982; revised December 16, 1986; revised and re-numbered as (Instructional Program Evaluation) on April 16, 1997; revised and re-titled April 28, 1999; revised January 27, 2009; revised August 30, 2012; revised February 26, 2013

<b>Approved by the Board of Trustees</b>	<b>Date</b> 2/26/13	<b>President's Signature</b> 	<b>Date</b> 2/26/13
--	------------------------	--	------------------------

# Policy Manual



<b>Title: Instructional Program Review and Evaluation</b>	<b>Number:</b> 6Hx2-4.12
<b>Legal Authority:</b> <i>Fla. Stat. §§1004.04, 1001.64, 1007.33; Fla. St. Bd. of Ed. Admin. R. 6A-14.060</i>	<b>Page:</b> Page 4 of 4

**Associate in Science Degree (A.S.)** – A career education and transfer degree of at least 60 credit hours consisting of at least 15 credit hours of transferable General Education courses along with technical courses intended to prepare students for immediate employment in specific occupational area and/or for transfer to the State University System.

**Bachelor Degree (B.A.S./B.S.)** – A program of study that normally requires 120 credits in higher education in Florida’s colleges and universities. When offered at a community or state college, students must have completed an Associate’s degree or 60 lower division credits prior to entry, as well as completion of at least 60 upper division credits. All bachelor degree programs require completion of a minimum of at least 30 credits in the upper division at Broward College.

**Career Vocational Certificate** – A program of study, usually one year or less, consisting of a prescribed number of vocational credits (non-college level credit). The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment of specified performance requirements.

**Technical Certificate** – Awarded upon satisfactory completion of a prescribed program of courses designed to prepare the student for initial entry into an occupational area or for advancement within current occupations. The certificate may be a part of an Associate in Science degree or an Associate in Applied Science degree, permitting the student to receive credit for the certificate courses.

**History:** *Revised as Policy 4.17 (Program Evaluation) on September 21, 1982; revised December 16, 1986; revised and re-numbered as (Instructional Program Evaluation) on April 16, 1997; revised and re-titled April 28, 1999; revised January 27, 2009; revised August 30, 2012; revised February 26, 2013*

<b>Approved by the Board of Trustees</b>	<b>Date</b> 2/26/13	<b>President’s Signature</b> 	<b>Date</b> 2/26/13
--	------------------------	--	------------------------