

In a world of rapidly changing technology it is essential that associate degree career/technical programs be monitored to ensure they continue to meet the needs of the community and students. Critical to this process is a well-informed faculty that maintains contact with business/industry to anticipate program modifications required to keep the program current. In addition to faculty review the following provisions will be made for program evaluation at Pellissippi State Community College.

I. Annual program evaluation by the program advisory committee.

An evaluation of each associate degree career/technical program will be made annually by the program advisory committee. Program evaluation by the program advisory committee may include the following:

A. Curriculum

The curriculum will be reviewed with regard to appropriateness of content. Strengths should be indicated as well as areas where improvements should be made. The curriculum should be reviewed to determine if the following elements are included:

1. Basic academic competencies are prerequisites for college-level courses and are not being taught as part of the college-level courses.
2. Core Curriculum that provides basic science/mathematics; computing and writing skills; and includes exposure to the humanities/fine arts and social/behavioral sciences.
3. Adequacy of the major to prepare students for entry-level positions in the field.
4. Opportunities for students to integrate knowledge and skills learned through cooperative education, senior projects, capstone courses, etc.

II. Faculty

The following criteria will be used in assessing the adequacy of faculty to teach in the program:

- A. Degrees, work experience
- B. Participation in professional organizations
- C. Flexibility
- D. Professional Development opportunities

III. Students

The following criteria will be used in evaluating adequacy of students enrolled in the program:

- A. Enrollment - Extent to which the program is attracting well prepared and motivated students.
- B. Student Satisfaction - Attitudes of the students toward the program.
- C. Academic Advising - Extent to which records are kept on student progress toward completion of their program and students are made aware of their progress.
- D. Placement of Graduates - Successful placement of graduates in related fields.
- E. Starting Salaries of Graduates - Extent to which starting salaries of graduates are commensurate with the training and the field.

IV. Instructional Equipment/Supplies

The following criteria will be used in assessing the state of instructional equipment and supplies

- A. Availability of equipment
- B. Condition of the equipment
- C. Usage of the equipment
- D. Availability of instructional supplies
- E. Plans for replacement of obsolete equipment

V. Facilities

- A. Adequate size and type of laboratories
- B. Procedures in place for using laboratory equipment. Safety procedures are established and taught.
- C. Content of laboratory experiences is integrated with classroom learning experiences
- D. Laboratory experiences are adequate to prepare students for work in industrial/business setting
- E. Adequacy of library materials and online resources for the program
- F. Usage of library and online resources by faculty and students in the program

VI. Program Accreditation

All programs eligible for accreditation by a national program accreditation agency will apply for accreditation as soon as the program is eligible under the agencies' guidelines.

VII. Major Field Assessment

Performance of graduates on major field tests - Tennessee Higher Education Commission (THEC) standards are used in determining the eligibility of each career/technical program for major field assessment. Graduates of eligible programs will be tested, using appropriate assessment instruments, at least once during five-year cycles. As needed, additional testing of graduates may be required to provide adequate information to assess the overall effectiveness of individual career/technical programs.

VIII. Placement rate of program graduates

IX. General Education

Performance of graduating students on College Basic Academic Subjects Examination (CBASE) test of general education.

X. Alumni Satisfaction

Level of satisfaction of program graduates.

XI. Academic Action

Program evaluation may result in the following academic actions being taken:

A. Continuation of the program with or without modification

Evaluation results from the foregoing will be incorporated into the program where feasible resulting in a more effective program.

B. Suspend operation of the program

If evaluation results show persisting problems with the program then an administrative review involving Academic Department Dean, Vice President of Learning, and the President will be affected. A decision may be made to suspend the program which means the program offering will be interrupted but there is reason to believe it might be resumed in the foreseeable future. Follow-up action includes halting the acceptance of students into the program, discontinuing offering courses unique to the program, continuing in-depth analysis of the problem(s) and exploration of

solutions, and notifying all necessary individuals and organizational units of the decision. The program remains on the inventory of the College, TBR, and THEC.

C. Terminate the program

The administrative review may result in the decision to terminate the program. This means the program will be discontinued with no reason to believe it will be offered again. Follow-up action includes halting acceptance of students into the program, discontinuing offering courses unique to the program, and notifying all involved parties of the decision. The program is removed from the inventory of the College, TBR, and THEC after an appropriate phase out period.

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