STUDENT AFFAIRS PROGRAM REVIEW PROCESS
Cape Cod Community College

Student Affairs program review is a process of reflection, study, and analysis conducted by the professional staff and administrators in each program area.

Steps in the Student Affairs Program Review Process

1. The Vice President of Academic and Student Affairs creates a timetable for program review, ensuring that every student affairs area undertakes review at least once every five years.
2. The Vice President of Academic and Student Affairs or his designee appoints a Program Review Team (PRT) and an external consultant. The PRT will have a maximum of six members and will include program coordinators/department chairs, as appropriate, student affairs staff, program graduates, currently-enrolled students, and deans. Members of the PRT will attend a program review orientation.
3. The Office of Academic Research (AR) collects data and presents it to the Program Review Team conducting the review process.
4. The Program Review Team conducts a comprehensive evaluation of the program using the data provided by AR and other data (e.g., labor market analyses).
5. The PRT prepares a written analysis (self-study) of the program, including strengths, weaknesses, and recommendations and submits it to the Vice President's Staff.
6. External evaluator reviews report and makes site visit.
7. External evaluator returns report with recommendations.
8. The Program Review Team provides periodic updates and copies of the report to the Institutional Research & Planning Committee and to the appropriate program advisory committee.
9. The Vice President's Staff evaluates and responds to the program review document and evaluation.
10. The Vice President's Staff makes appropriate recommendations to the College and system administration concerning policies, procedures, and resource allocation.
11. The Program Review Team submits annual progress reports by February 15 for each year between major program reviews.

Responsibility and Accountability

- AR is responsible for providing the data identified in the program review document.
- The Vice President’s Staff is responsible for creating a timetable for program review and for facilitating the PRT orientation meeting. The Vice President’s Staff monitors and supports the process, evaluates and responds to each completed program review, and makes appropriate recommendations to the President’s Cabinet.
- Student Affairs staff may recommend prospective external consultants to the Vice President.
- The Vice President of Academic and Student Affairs identifies an external consultant.
- The Program Review Team is collectively responsible for completing the program review document and all follow-up reports.
- The Program Review Team chair is individually responsible for overseeing the completion of the project by the PRT.
- The College Student Affairs Program Directors are responsible for supporting the work of the PRT as it conducts program review.
- The President’s Cabinet is responsible for reviewing the recommendations presented by the Vice President’s Staff and responding to those recommendations.