



North Hennepin Community College

Policy Information

Number: 3.53

Name: Program Review

Effective Date: May 13, 2022

Next Review Date: AY 2026–2027

Regulatory Authority

- [Minnesota State Board Policy 3.36](#)

Part 1. Policy Background.

As part of accreditation, academic and student affairs will undergo Program Review on a continuous basis.

Part 2. Programs.

Subpart A. Academic Affairs Program

An Academic Affairs program is any cluster of offerings that meets either of the following criteria:

- It is an academic discipline offering courses on a regular basis.
- It is a program of study leading to a degree or certificate.

A program that is both a discipline and leads to a degree or certificate is reviewed as a single program.

Subpart B. Student Affairs

A Student Affairs program is a student support services department.

Part 3. Program Review.

Subpart A. Academic Affairs Programs with Unlimited Faculty Members

All programs with one or more Unlimited Faculty Member credentialed to teach in the program will:

- Align their program with campus Master Plans, providing input into these plans as appropriate.
- Review Student Success Data and Enrollment Trends.
- Implement strategies to increase equity in their program.
- Maintain standards dictated by relevant accreditation bodies.

- Rotate through the following components over a five-year period (or other cycle determined by outside accreditors):
 - Curriculum
 - Faculty
 - Partnerships
 - Resources
 - Year Five Summary & Report
- Review and maintain ELO maps.
- Report on ongoing assessment efforts and/or specific assessment projects designed to meet program needs.

Subpart B. Academic Affairs Programs without Unlimited Faculty Members Programs without Unlimited Faculty Members credentialed to teach in the program will work with their academic deans to determine a plan for review that is realistic and meets the needs of the program.

Subpart C. Student Affairs Programs

All student services departments will:

- Align goals and initiatives with campus Master Plans, providing input into these plans as appropriate.
- Review Student Success Data and Enrollment Trends
- Implement strategies to review the health and strength of the department
- Develop a process to nourish a culture of continuous improvement that benefits students and moves the college forward.
- Rotate through the following components over a five-year period:
 - Resources
 - Partnerships
 - Policies and Procedures
 - Staff
 - Year Five Reflection and Vision Report
- Report on ongoing assessment efforts and/or specific assessment projects designed to meet program needs.

Part 4. Working Methods

Academic faculty work collaboratively together and with their deans to complete Program reviews. Student affairs work within their departments and with their directors or Dean of Student Development and Vice President of Student Success to complete Program reviews.

NHCC allocates contractually defined Duty Days.

Subpart A. Academic Affairs Programs with a Coordinator

If a program has a coordinator who is responsible only for that program, the coordinator is responsible for coordinating the efforts of the program faculty. The coordinator will work with their dean to ensure work is completed collaboratively by the department in a timely fashion.

Subpart B. Academic Affairs Programs without a Coordinator

If a program shares their coordinator with other programs, program faculty members will establish a rotation schedule among the faculty associated with the program. Each faculty member will spend a designated period responsible for coordinating the efforts of the program faculty. The designated program review coordinator will work with their dean to ensure work is completed collaboratively by the department in a timely fashion.

Subpart C. Small Programs

Small programs employees will be given additional support by the College to complete their program review efforts. Support may include college resources such as additional clerical support, release time, or stipends.

Subpart D. Academic Affairs Programs

The deans are responsible for providing guidance and holding their departments accountable.

Subpart E. Student Affairs Programs

The directors or Dean of Student Development are responsible for providing guidance and holding their departments accountable. Each department must submit an annual report to the Vice President of Student Success.

Part 5. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/25/2022—4/29/2022
Campus Community Review Period:	3/7/2022—3/23/2022
AFSCME Review:	4/1/2022—4/29/2022
MAPE Review:	4/1/2022—4/29/2022
MMA Review:	4/1/2022—4/29/2022
Shared Governance Council Review:	4/15/2022
Student Senate Review:	4/21/2022
President Rolando Garcia Approval:	5/13/2022
Campus Community Dissemination:	5/23/2022

History

- Formerly III.02.13
- Date of Adoption 12-16-05
- Updated 12-04-07

- Updated 1-27-12
- Reviewed Fall 2021 to reflect current process and provide supports for departments of various sizes; review paused to incorporate Student Affairs
- Reviewed Spring 2022 to incorporate Student Affairs