

Policy Title: **ASSOCIATE DEGREE AND TECHNICAL DIPLOMA PROGRAM EVALUATION**

The purpose of program evaluation at Fox Valley Technical College is to maintain a systematic model of continuous improvement for occupational programs. The process aligns with the Wisconsin Technical College System Quality Review Process which provides for benchmarking of program performance in similar program areas across the state. Additionally, this process fulfills the Higher Learning Commission's federal compliance requirements as reported under "Review of Student Outcome Data" to maintain the college's accreditation.

Program evaluation occurs continuously and is aligned with the College Strategic Plan cycle. The metrics and measurements in the process mirror the Strategic Directions and Measures related to key elements of instructional performance. This Strategic Improvement Process (SIP) involves instructional leaders working with faculty teams on the following elements:

Team Conversations: Instructional leaders and faculty engage in ongoing dialogue regarding the improvement process and the connection of program performance on the SIP program scorecard.

Program Scorecard Review: Each occupational program scorecard is updated annually and provides trend data for program, course, and student measures. Teams review their performance data relative to the College's target score and identify strengths and areas for improvement.

Strategic Improvement Plan: Based upon the team conversation and score review, teams develop an action plan or program goals and objectives. Priority is given to areas of the scorecard for which the program is below target College measures. Plans are submitted to the Dean or Associate Dean and activities are monitored and documented throughout the year.

Program Vitality Check-Up: The Program Vitality Check-Up is the primary process tool developed for program evaluation cycle of in-depth program reviews. The process encompasses a review of three year trends for SIP scorecard indicators as well as curriculum updating and TSA progress. Color-coded profiles are reviewed with the division leadership teams (Deans, Associate Deans, Department Chairs) to monitor areas of strengths and areas that need improvement. Fifteen to twenty programs are reviewed each year, with every program on a rotational five-year cycle. A standard agenda for the meetings includes the following topics:

- Student and Program Overview
- Program Measures
- Course Measures

- Student Measures
- Program Accreditations
- Program Development

Minutes from the meetings are published on the College's SIP intranet site. About six months after the initial review meetings, follow-up meetings are conducted with programs to discuss improvements made over the last academic year and to discuss best practices that could be shared with other programs.

*Adopted: 10/30/12*

*Reviewed: 02/22/17*

*Revised: 04/04/17*