
(NAME OF PROGRAM) PROGRAM REVIEW



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

**I. Program description and relationship to the Cankdeska Cikana Community College mission.
(See also Appendix A)**

- Describe the program of study and the role of the program within Cankdeska Cikana Community College.
 - Include a description of the program's function that relates to the CCCC mission and the achievement of student outcomes.
 - Describe how the program is important to the various aspects of the mission: general education, transfer, career and technical training, workforce training, developmental education, educational outreach opportunities, life-long learning.

Brief Narrative (1 – 3 paragraphs)

Reflection

Strengths

Concerns

Progress on concerns from last previous program review (give date of last review, if applicable)

Recommendations (Curriculum Committee Use Only)

II. Program background information, enrollment and breadth (See also Appendix B)

- Discuss the current number of program faculty and staff for and describe any changes in staffing that have occurred in the past 5 years.
- Describe the courses offered and related faculty credit hour loads.
- Discuss the total program student enrollment per semester over the past 5 years.
- Discuss the total program graduates (degree, certificate) per year over the past 5 years.
- Describe the ratio of graduates to majors over the past 5 years.
- If the program has an advisory board, describe its role and list the members of the advisory board. Discuss any highlights of the advisory board meetings during the past two years.
- Describe how the program provides graduates with necessary preparation for the workplace, success at a four-year institution, or actual entry-level certification.

Brief Narrative (1 – 3 paragraphs)

Reflection

Strengths

Concerns

Progress on concerns from last previous program review (give date of last review, if applicable)

Recommendations (Curriculum Committee Use Only)

III. Program Quality and Assessment (See also attached assessment template(s) Appendix C)

- Describe how the program employs methods and systems of instructional delivery that are appropriate to the discipline and to the educational needs of students.
- Describe the evidence that the program's courses and programs successfully meet the learning and/or employment needs of students.
- Describe how the program systematically collects and reviews student learning outcome data for courses and programs, takes active steps to improve achievement, and reports the results to the Assessment Committee.
- Insert program assessment data that has been collected and analyzed for the last two assessment cycles.

Brief Narrative (1 – 3 paragraphs)

Reflection

Strengths

Concerns

Progress on concerns from last previous program review (give date of last review, if applicable)

Recommendations (Curriculum Committee Use Only)

IV. Program cost effectiveness and ability to meet occupational needs (See also Appendix D)

- Discuss data to support evidence that program-related occupational opportunities are available in the tribal community, region, and state. Include national trend data from Indian Employment and Training (U.S. Department of Labor).
- Describe program revenue and cost relationships for the past 5 years (or where data is available)
 - Include a summary of current program revenue sources and amounts, describing any changes to revenue sources over the past 5 years
 - Give a summary of program costs and annual expenditures over the past 5 years

Brief Narrative (1 – 3 paragraphs)

Reflection

Strengths

Concerns

Progress on concerns from last previous program review (give date of last review, if applicable)

Recommendations (Curriculum Committee Use Only)

V. Ability to positively impact CCCC’s relationships, partnerships, and alliances

- Discuss whether the program possess adequate facilities, equipment, and technology to maintain the effectiveness of its courses and programs (if not, explain).
- Discuss whether the institution provide adequate student services (library services and collections, tutoring, writing lab, counseling, etc.) to maintain the effectiveness of the program's courses and programs. Please explain.
- Discuss whether the institution supports professional development activities that are adequate for faculty members to maintain and upgrade their knowledge and skills in the discipline. Please explain.
- Describe the program’s contribution to other CCCC programs through its significant involvement in the general education program, its support to other college programs through service course offerings, or in other ways.

Brief Narrative (1 – 3 paragraphs)

Reflection

Strengths

Concerns

Progress on concerns from last previous program review (give date of last review, if applicable)

Recommendations (Curriculum Committee Use Only)

VI. Program Analysis and Reflection Narrative

- Describe how the curriculum and course content, design, and delivery are reviewed regularly by the program and its advisory team, and when all course syllabi have been updated (at least once since the last program review).
- Describe any particularly successful aspects of the program as well as any honors, awards, or achievements earned by the program and/or its members.
- Describe any particularly difficult obstacles, either internal or external to the institution, which influence the effectiveness of the program's courses and programs (include response to problems identified in previous program reviews or other relevant assessments, internal or external).
- Identify and describe any important trends in the following areas which have an effect on program goals (see below):
 - Changes within the discipline of the program.
 - Changes within the student population served by the program.
 - Changes within the educational, social, or economic sector served by the program.
 - Changes within the organizational structure and direction of the institution.
 - Changes within tribal colleges.
 - Changes in federal or state laws that have an effect on program functions.
- Describe any new and revised goals and objectives for program improvement that were identified through the Program Review. Include both short-term (1 year) and long-term (5 years) objectives.
- Identify additional resources needed to maintain and improve program quality and to reach the goals and objectives (for example: hours for part-time employees, cost of remodeling, adjunct faculty hours, software, equipment, faculty development, etc).

Narrative:

Template

Appendix A

(Insert the current CCCC Program of Study showing courses offered and suggested course rotation)

Appendix B – Program Background Information, Enrollment, and Breadth

Faculty Program Staff and Credit Hour Loads

Name	Title/Position	FT/PT/TEMP	Credit Load/Semester

Enrollment and Graduation Data (insert enrollment data chart and graduation data chart provided by the Curriculum Committee – sample below)

	# Enrolled in Program	Total Enrollment	Program % of Total Enrollment
Fall 2012		247	0.0%
Spring 2013		237	0.0%
Summer 2013		84	0.0%
Fall 2013		251	0.0%
Spring 2014		196	0.0%
Summer 2014		86	0.0%
Fall 2014		189	0.0%
Spring 2015		186	0.0%
Summer 2015		61	0.0%
Fall 2015		212	0.0%
Spring 2016		177	0.0%
Summer 2016		54	0.0%
Fall 2016		180	0.0%
Spring 2017		178	0.0%
Summer 2017		28	0.0%

Program Graduates				
2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
0	0	0	0	0
Percentage of Program Graduates to CCCC Graduates				
0	0	0	0	0

Appendix C – Program Quality and Assessment

(Insert most recent fall and spring semester cycles of course/program assessments from program core classes)

Appendix D – Cost Effectiveness and Ability to Meet Occupational Needs

Occupational Needs

(Insert data in table from national trend data; also insert data in table from Indian Employment and Training – U.S. Dept. of Labor; cite all source(s) using APA Format)

National Employment Projections, 2020-2030 Bureau of Labor Statistics	
Occupational Category	Projected Increase
Sample: Biological Science Teachers (Postsecondary)	16.2%

Source:

Indian Employment Projections, 2020-2030 U.S. Department of Labor	
Occupational Category	Projected Increase
Sample: Biological Science Teachers (Postsecondary)	16.2%

Source:

Annual Revenue and Expenditures (insert 5-year tables provided by Curriculum Committee; see sample tables below)

Term	Enrollment	Tuition	ISC per FTE	ISC Revenue	Total Revenue
Fall 2012		\$0.00	\$5,664.00	\$0.00	\$0.00
Spring 2013		\$0.00	\$5,664.00	\$0.00	\$0.00
Summer 2013		\$0.00	\$5,664.00	\$0.00	\$0.00
AY 2012-13		\$0.00		\$0.00	\$0.00
Fall 2013		\$0.00	\$5,850.00	\$0.00	\$0.00
Spring 2014		\$0.00	\$5,850.00	\$0.00	\$0.00
Summer 2014		\$0.00	\$5,850.00	\$0.00	\$0.00
AY 2013-14		\$0.00		\$0.00	\$0.00
Fall 2014		\$0.00	\$6,344.90	\$0.00	\$0.00
Spring 2015		\$0.00	\$6,344.90	\$0.00	\$0.00
Summer 2015		\$0.00	\$6,344.90	\$0.00	\$0.00
AY 2014-15		\$0.00		\$0.00	\$0.00
Fall 2015		\$0.00	\$6,717.82	\$0.00	\$0.00
Spring 2016		\$0.00	\$6,717.82	\$0.00	\$0.00
Summer 2016		\$0.00	\$6,717.82	\$0.00	\$0.00
AY 2015-16		\$0.00		\$0.00	\$0.00
Fall 2016		\$0.00	\$7,285.28	\$0.00	\$0.00
Spring 2017		\$0.00	\$7,285.28	\$0.00	\$0.00
Summer 2017		\$0.00	\$7,285.28	\$0.00	\$0.00

Term	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017
Salary	\$45,121.00	\$42,382.00	\$49,920.00	\$48,227.00	\$47,733.00
Fringe	30%	30%	30%	35%	35%
# of Faculty					
Total Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	#REF!	#REF!	#REF!	#REF!	#REF!
Net Gain/Loss	#REF!	#REF!	#REF!	#REF!	#REF!

Program Evaluation and Review (for Curriculum Committee Use Only)

Criteria	Program Exceeds Expectations	Program Meets Expectations	Program Needs Improvement	Program Does Not Meet Expectations
Sec II Enrollment	Increasing	Steady	Decreasing	Unsustainably Low
Sec III Quality of the Program as Determined from Assessment Information	The program's quality is substantial and notable.	The program's quality is substantial but could be strengthened through curricular and/or program enhancements, e.g. providing additional resources, adding or deleting courses	The program's quality could be strengthened through reconfiguration, e.g. substantial modification of the curriculum and the reorganization of faculty.	The program's quality and/or contribution to the institution is not substantial enough to justify its continuance
Sec IV Cost Effectiveness	Net Gain	Break Even	Net Loss	Unsustainable Losses
Sec IV Projected Occupational Need (Regional and State Level)	Large Need and Growth in This Area	Moderate Need	Minor or Low Need	No Clear Need for This Degree
Sec V Ability to positively impact CCCC's relationships, partnerships & alliances	Relationships are strong – benefits the overall mission of the college	Relationships, partnerships, and/or alliances could be developed to strengthen the program	Relationships, partnerships, and/or alliances need to be reconfigured in order to positively impact the college	Relationships, partnerships, and/or alliances are not positively impacting the college. The program's reduction or phase out would not adversely impact other programs.

The Curriculum Committee makes the following recommendation:

Follow up actions and timeline:



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Tribe

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Completed Program Reviews Verification

Name of Program Reviewed: _____

Director or Faculty of Record

Date of Review

Curriculum Committee Chair

Date of Review

Academic Dean

Date of Review

President (as appropriate)

Date of Review

Chair CCCC Board of Regents (as appropriate)

Date of Review

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