

# METROPOLITAN COMMUNITY COLLEGE

## DISTRICT REGULATION

6.20070 DR

### PROGRAM EVALUATION

6.20070 DR

In order to assure that the district colleges are effectively serving the educational needs of the district, the vice chancellor of educational services will provide for the periodic review of all programs to determine that the objectives are appropriate and that the subject matter, the academic standards, and the methods of instruction are consistent with the stated purposes.

#### I. Definition

##### Program:

- A. A curriculum leading to an Associate in Applied Science degree, a preprofessional degree such as the Associate in Computer Science or the Associate in Engineering, or a certificate program in an area in which an associate degree is not offered.
- B. The course offerings in a single discipline in the arts and sciences, such as English, history, psychology, or physics.

#### II. Responsibility

The vice chancellor of educational services will establish a schedule for program evaluation which will assure that each program is evaluated at least once every five years. The vice chancellor will make an annual report to the chancellor about the findings of the program evaluations.

#### III. Basis for Evaluation

- A. The appropriateness of the objectives of the program.
- B. The appropriateness of the curriculum.
- C. The qualifications of the instructors.
- D. The appropriateness of the instructional methods.
- E. The adequacy of the facilities, equipment, and supplies including appropriateness of safety standards.
- F. The effectiveness of the instructional support.
- G. The success of former students who have been enrolled in the program as evidenced by follow up studies.
- H. The value of the program to the community.

IV. Other Information to be Provided by the Administrative Center

A. Enrollment

1. Degree programs

- a. The number of enrollments in the principal discipline each semester for the last five years.
- b. The number of students who, according to the area of study code, have indicated that they are pursuing the program each semester for the last five years.
- c. Other relevant information.

2. Academic disciplines

The number of enrollments in the discipline each semester for the last five years.

B. Fiscal Considerations

1. The revenue generated by the program each year for the past five years by student fees, state aid, and vocational reimbursement (including Business, Industry, and Agency (BIA) and other sources).
2. Expenditures in the program each year for the last five years.

V. Evaluation Process

- A. The instructors of the program will complete a questionnaire which provides the information which will serve as basis for the evaluation as specified in section III.
- B. A questionnaire will be presented to a committee which will meet with the instructors of the program, visit the facilities in which the program is offered, and prepare a report setting forth the strengths of the program and the areas in which improvement is needed.
  1. The dean of instructional services with the recommendation of the division chairperson and the faculty members of the principal discipline will appoint the committee members.
  2. The committee will consist of the following persons:
    - a. An external evaluator
      - (1) For occupational programs, a person from business or industry who has special knowledge of the occupation.
      - (2) For other programs, a full-time faculty member in the same discipline from another college or university.
    - b. A full-time faculty member in the same or a related discipline.

- c. An administrator, chairperson.
  - d. Upon the request of the instructors of the principal discipline and with the approval of the vice chancellor of educational services, two more persons not connected with the district may be added to the committee.
3. At the conclusion of the visit, the committee will meet with the instructors in the discipline, the division chairperson, the dean of instructional services, and the president to give an oral report of the findings.
  4. Within one month of the visit, the committee chairperson will send copies of the report to the vice chancellor of educational services, the campus president, the dean of instructional services, the division chairperson, and the lead instructor in the discipline. The report will include a list of the strengths of the program observed by the committee and an enumeration of opportunities for improvement, as well as general recommendations for the future.

VI. Completion of the Questionnaire

- A. The program evaluation committee will draw up a job description for the instructor chosen to compile the information necessary for the evaluation.
- B. During the semester of the evaluation an instructor in the principal discipline will compile the information necessary for the evaluation.
  1. Selection  

The instructor will be nominated by the faculty members of the principal discipline and approved by the dean of instructional services.
  2. Compensation  

The president will confer with the instructor chosen, review the circumstances of the evaluation and the job description prepared by the program evaluation committee, and determine the compensation in accordance with the current salary schedule.

Approved: Chancellor  
January 20, 1975

Revised: April 12, 1988  
(Editorial corrections 6/20/06)