



EXISTING ACADEMIC PROGRAM REVIEW

Last Revised: 4/15/2020

Section X:	Academic Programs/Program Review
Board Policy Reference:	Policy 4200 Academic Program Approval and Review Process
Statutory Reference:	NE Statute 85-952 State Colleges; Programs Permitted; Limitations
Related Form(s):	NSCS Existing Academic Program Review Report Template

Contents

1. Purpose & Background	1
2. Definition of Terms for Title	2
3. Report Section 1: Overview of Program Offerings	2
4. Report Section 2 (Option A): Analysis of Program, Including Adequacy of Resources and Related Concerns <i>NOTE: Complete this section ONLY if program is NOT state or nationally accredited</i>	3
5. Report Section 2 (Option B): External Accreditation Findings <i>NOTE: Complete this section ONLY if program currently holds state and/or national accreditation and is in good standing</i>	3
6. Report Section 3: Evidence of Demand and Efficiency (<i>Per established CCPE standards</i>)	3
7. Report Section 4 (Option A): Justification and Evidence of Need (<i>Optional – required ONLY if CCPE thresholds are not met but College wishes to continue program offering</i>)	3
8. Report Section 4 (Option B): Recommendation for Program Termination (<i>Optional – required ONLY if CCPE thresholds are not met and College wishes to terminate program</i>)	4
9. Frequently Asked Questions	4

1. Purpose & Background

The NSCS existing program review guidelines are designed to provide State Colleges with direction in completing the required reporting for program review of existing academic programs, which is scheduled by the Coordinating Commission for Post-Secondary Education (CCPE) to be completed

every seven (7) years¹. The guidelines outline the required components for each program report and, along with the NSCS Existing Program Review Report Template, shall be used to construct program reports for submission to the Board of Trustees and the CCPE for continued program approval.

2. Definition of Terms for Title

2.A. Student Credit Hour (SCH) Production by Department:

All credit hours produced by the courses offered by the department that houses the program.

2.B. Full-Time Equivalent (FTE) Faculty by Department:

Total number of credit hours offered by the department divided by 12 for undergraduate credit hours offered or divided by 9 for graduate credit hours offered.

2.C. CCPE Minimum Performance Standard for Number of Degrees:

The CCPE establishes a minimum number of degrees awarded in the program, using a five-year mean. Baccalaureate degrees require a minimum of seven (7) degrees, Masters degrees require a minimum of five (5) degrees, and Specialist degrees require a minimum of four (4) degrees. An exception is made for Interdisciplinary Studies degrees, which requires a minimum of two (2) degrees regardless of degree level.

2.D. CCPE Minimum Performance Standards for SCH/FTE:

The CCPE establishes a minimum SCH/FTE for the department in which the program is housed, using a five-year mean. Baccalaureate programs require a minimum SCH/FTE of 300. If the Collee has a graduate only program (with no undergraduate counterpart) then SCH/FTE is not reported.

2.E. Accreditation:

Higher education accreditation is a type of quality assurance process under which services and operations of the program are evaluated by an external body to determine if applicable standards are met. If standards are met, accredited status is granted by the agency.

3. Report Section 1: Overview of Program Offerings

3.A. Provide a table with the comprehensive list of majors, options/concentrations, focus areas, endorsements, minors, and/or certificates offered within the program, including the level of degree and required number of hours required for each; and

3.B. Identify state and/or national programmatic accreditation, if any.

NOTE: if program is externally accredited, requirements listed under #5 will be substituted for requirements listed under #4 for Report Section 2.

¹ The Coordinating Commission for Post-Secondary Education's (CCPE) Seven Year Program Review Schedules for the Nebraska State Colleges is posted on the Commission's website:

<https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/State%20Colleges%20Program%20Review.pdf>

4. Report Section 2 (Option A): Analysis of Program, Including Adequacy of Resources and Related Concerns

NOTE: Complete this section ONLY if program is NOT state or nationally accredited

- 4.A. Provide a one (1) to two (2) page summary of the primary findings of most recent review of the program completed by the College, including both strengths and concerns of the program; and
- 4.B. Discuss adequacy of resources for the program and related concerns, if any, including:
 - 4.B.1. Faculty and faculty-related resources;
 - 4.B.2. Information resources (library, technology, data services, etc.);
 - 4.B.3. Physical facilities and instructional equipment, if applicable; and
 - 4.B.4. Fiscal resources.

5. Report Section 2 (Option B): External Accreditation Findings

NOTE: Complete this section ONLY if program currently holds state and/or nationally accreditation and is in good standing

- 5.A. Provide a copy of the official documentation from the accrediting agency that reflects the results of the most current review of the program; and
- 5.B. Provide a one (1) to two (2) page summary of the primary findings of the accrediting agency during its most recent accreditation visit and any programmatic concerns, if any.

6. Report Section 3: Evidence of Demand and Efficiency (Per established CCPE standards²)

- 6.A. Report 5-Year Mean for Student Credit Hours (SCH);
- 6.B. Report 5-Year Mean for Faculty Full-Time Equivalency (FTE);
- 6.C. Report 4-Year Mean for SCH/FTE Percentages; and
- 6.D. Report 5-Year Mean for Number of Degrees and Awards.

7. Report Section 4 (Option A): Justification and Evidence of Need (Optional – required ONLY if CCPE thresholds are not met but College wishes to continue program offering)

- 7.A. Provide a detailed explanation of one or more of the following statements:
 - 7.A.1. Program is critical to the role and mission of the institution;

² The Coordinating Commission for Post-Secondary Education (CCPE) has established minimum performance standards for both number of degrees/awards and student credit hour production by department per full-time equivalent faculty. Current established minimum performance standards are posted on the Commission's website: https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/doc/ExistProgReview_Guidelines.pdf

ACADEMIC AFFAIRS GUIDELINE: Existing Program Review

- 7.A.2. Program contains courses supporting general education or other programs;
- 7.A.3. Program is an interdisciplinary program;
- 7.A.4. Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program;
- 7.A.5. Program provides unique access to an underserved population or geographical area;
- 7.A.6. Program meets a unique need in the regions, state, or nation;
- 7.A.7. Program is newly approved within the last five years (no additional justification is needed); or
- 7.A.8. Other.
- 7.B. Discuss a plan for continuation of low-performing program
 - 7.B.1. Importance of the program to the institution, region, and/or state, including:
 - 7.B.1.a. Alignment to the mission of the College, including strategic plan and institutional outcomes;
 - 7.B.1.b. Workforce demands for graduates of the program;
 - 7.B.1.c. Contribution to the community and/or region beyond workforce; and
 - 7.B.1.d. Overall contribution of the program to the College in relation to required program resources.
 - 7.B.2. Strategic plan to grow the program and/or increase its success, including:
 - 7.B.2.a. Marketing and outreach;
 - 7.B.2.b. Any changes to program curriculum and/or course offerings; and
 - 7.B.2.c. Recruitment and retention initiatives and/or goals.

8. Report Section 4 (Option B): Recommendation for Program Termination (Optional – required ONLY if CCPE thresholds are not met and College wishes to terminate program)

- 8.A. Discuss the reason(s) that support termination of the program, which may include:
 - 8.A.1. Challenges of staffing the program;
 - 8.A.2. Lack of student interest in program;
 - 8.A.3. Lack of need for graduates of the program related to employment needs; and
 - 8.A.4. Cost efficiencies.

9. Frequently Asked Questions

- 9.A. If the program is externally accredited, do I still have to complete a program review report?

ACADEMIC AFFAIRS GUIDELINE: Existing Program Review

9.A.1. Yes, the report needs to be completed, but you can select Report Section 2: Option B and use the results of the latest accreditation site visit as evidence in your report.

9.B. **If the program does not meet the minimum performance standards established by the CCPE, must the program be terminated?**

9.B.1. No, you can choose to make a case for continuing the program by completing Report Section 4: Option A, which allows you to provide a comprehensive rationale and evidence for continuing the program.