

# The Action Project Commitment Declaration

**Institution:** Stark State College

**Planned project kickoff date:** November 2008

**Target project completion date:** November 2009

**Actual project completion date:**

**A. Give this Action Project a short title in 10 words or fewer:** Development of a Systematic Process for Academic Program Review

**B. Describe this Action Project's goal in 100 words or fewer:**

The purpose of this project is to develop a systematic process to review and evaluate academic programs for viability or obsolescence in support of the teaching and learning environment, institutional effectiveness, and accountability. Goals of the project include defining the steps involved in the academic program review process, defining the steps involved in discontinuation of programs, and development of the document to be completed in support of academic program viability. The project supports accreditation requirements, brings our programs in better alignment with student and community needs, improves the economic efficiency of our programs, improves curriculum, and assists with transfer to four-year institutions.

**C. Identify the single AQIP Category that this Action Project will most affect or impact:**

Helping Students Learn (Category 1)

**D. Describe briefly your institution's reasons for taking on this Action Project now** — why the project and its goals are high among your current priorities.

The College does not have a system or process in place to formally evaluate each of our academic programs. Addressing this supports the College's mission, strategic goals identified in our *Strategic Plan 2007-2010*, and the AQIP process. Development of a systematic process will provide faculty with a better tool to assess their programs and to implement changes needed to meet the changing needs of our stakeholders. The program review process will allow us to examine the viability of existing programs and areas where new programs, program options, and certificates are needed. The project supports our current program needs and our goal to offer Associate of Arts and Associate of Science degrees. The project supports our institutional growth, optimum use of resources, and better tracking of our students and programs. Each academic program at Stark State College will be evaluated through the academic program review process.

**E. List the organizational areas — institutional departments, programs, divisions, or units — most affected by or involved in this Action Project.**

Academic Departments  
Student Services/Enrollment Management  
Marketing  
Career Services  
Students

**F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.**

Various processes at the College will be improved by the Action Project. The processes include strategic planning, strategic staffing, quality control, budgeting, enrollment management, student advising, and academic assessment. Working with the various departments at the College will assist in our strategic efforts to improve internal communication.

The academic program review process will be changed to follow a formal, objective, and systematic approach. Factors the committee will review in determining the viability of academic programs include:

- enrollment (including limitations)
- community demand
- current and projected employment opportunities
- equipment
- budget
- face to face/e-learning modalities
- consistency with our mission
- availability of qualified faculty
- physical facilities
- faculty advising
- student support services
- day/evening/weekend/satellite offerings
- student learning outcomes
- long-term versus short-term need(s) of the program
- college transfer and success at the transfer institution
- cost to revenue
- professional development initiatives of the faculty
- program accreditation and HLC accreditation
- career success of program graduates
- community partnerships
- clinical/practicum site locations
- competition with other institutions
- stackable certificates (pre-collegiate and college-level)/linkage between programs
- support for the strategic initiatives of the College

**G. Explain the rationale for the length of time planned for this Action Project** (from kickoff to target completion).

The committee will need to identify “best practices” that could be modeled as a systematic process for the college, including internal “best practices.” Once the program review process is developed, it will need to be linked to our assessment process and assessment template. The committee will need to communicate with the various departments at the college and provide feedback in a timely fashion to bring existing programs into focus. The implementation of the process developed by the AQIP committee will occur upon completion of the Action Project.

**H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.**

The team will submit monthly reports to our AQIP Liaison, who in turn will report to the AQIP Steering Committee. The AQIP Liaison will also provide updates to the College community via the *Strategically Speaking* Newsletter, department/division meetings, College portal, Academic Leadership Council meetings, Academic Deans Council meetings, Executive Council meetings, and President’s Cabinet meetings.

**I. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.**

Development of the academic program review process is an outcome that will identify success of the project. Integration of the academic program review process with the assessment process will also allow us to achieve our goals. Reviewing our programs will allow us to have knowledge of program outcomes and gain additional information from prospective employers. It will also provide information on improvements made by faculty to support the teaching and learning environment.

The program review process will allow us to develop a step-by-step decision making process for discontinuing courses and programs. This process will indicate the methods of student notification that are required, when this notification must be sent, and describe the recourse that must be provided to students affected by the change. The process will document the internal notifications that must be sent including marketing and curriculum materials that must be updated. Upon acceptance into the College, degree-seeking students will be formally notified of the program review process and of the recourse available to students if the College changes or discontinues a program.

Approval of the academic program review process will follow our shared governance process. The academic program review process will be presented to our Institutional Effectiveness Committee for review and acceptance. Once the Institutional Effectiveness Committee accepts the process, it will be placed on the agenda for President’s Cabinet for final approval.

**J. Other information** (e.g., publicity, sponsor or champion, external partners, etc.)  
External partnerships with other colleges and advisory committees for degree programs will be considered when developing the academic program review process.

**K. Project Leader and contact person** (First Name, Middle Initial, Last name, Title, Email, Telephone)

Glenda Zink  
Dean, Business Division  
[gzink@starkstate.edu](mailto:gzink@starkstate.edu)  
330-494-6170, X4341