



Standard Operating Procedure

Procedure Title: Program Review

Procedure #: AA.016

Revision #: 001

Unit Responsible: Academic Affairs

Individual Responsible: Director of Academic Quality

Effective Date: 02/17/2023

Initial Approval Date: 03/18/2022

Last Review/Update Date: 02/17/2023

Next Review Date: 02/01/2026

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.160-Program Review](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** Yes

If yes, identify: [4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** Yes

If yes, identify: *The Program Review of Occupational Education (PROE) for Perkins-eligible programs is now included within the Program Review process.*

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Program Review, BP 3.160

1. Purpose

To implement the Board policy on Program Review, and to ensure compliance with Higher Learning Commission (HLC) Criteria for Accreditation and Assumed Practices.

2. Scope

This Standard Operating Procedure (SOP) applies to academic programs offering credit-bearing courses.

Consortium Programs: Special circumstances apply to programs that are part of a consortium. If the host college for a consortium program is **not** Lansing Community College (LCC), then LCC does not need to conduct a program review for that program. If LCC **is** the host college for a consortium program which maintains third-party accreditation, then the accreditation reports may serve as program review documentation.

3. Prerequisites

HLC Core Component 4A states: "The institution ensures the quality of its educational offerings." Subcomponent 4A1 states: "The institution maintains a practice of regular program reviews and acts upon their findings." Additional relevant points are made throughout Criterion 4 – Teaching and Learning: Evaluation and Improvement and in the Assumed Practices.

Academic Programs begin the Program Review process only after they have successfully undergone the Pathway Review. The Program Review process is on a four-year cycle.

Within the Program Review process, programs are required to complete a questionnaire, an Executive Summary, and an Annual Improvement Plan. The Annual Improvement Plan, as approved, is to be used to inform Program Operating Plans throughout the years leading up to the next Program Review.

For state-approved occupational programs, the State of Michigan has approved folding the required Program Review of Occupational Education (PROE) report required for programs receiving Perkins funding into our College-wide Program Review process.

4. Responsibilities

The Director of Academic Quality (DAQ) is responsible for ensuring that all academic programs are reviewed on a regular, cyclical basis. The Accreditation Liaison Officer (ALO) will assist the DAQ in identifying aspects of the review process pertaining to HLC Criteria. The Center for Data Science (CDS) will provide the necessary data for program review and assist as needed with the interpretation of data.

5. Procedure

- DAQ and the ALO will review the procedure for Program Review annually and ensure its alignment with HLC Criteria and Assumed Practices.
- The DAQ will maintain a regular, cyclical schedule for all academic programs to undergo program review.

The Program Review process is as follows:

1. All College programs have been placed on a Program Review calendar, with Perkins-eligible programs identified.
2. The Program Review year begins with a kickoff in early Fall I semester. Programs will meet with the Program Review team to review the process and set up small group meetings to help programs as they move through their analysis process.
3. Specific Program Review Team members have been identified to work with questions related to their areas of expertise:
 - Description of program, analysis of progress since last Program Review, and program currency/relevancy including review of course transferability - DAQ
 - Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis and CIP/SOC Code review - Associate Dean/Director with input from CDS
 - Retention/Persistence – CDS
 - Assessment - Director of Assessment
 - Financial Analysis – Financial Analyst in Financial Performance Analysis and Review (FPAR)
 - Diversity, Equity, and Inclusion
 - Perkins-eligible specific questions (CPI data, enrollment/completion data, analysis of surveys data) - Perkins Coordinator with input from CDS
 - Executive Summary and Annual Improvement Plan - DAQ
4. CDS will send data verification packets to programs that will be undergoing Program Review in May, prior to the end of Spring I semester. Programs are asked to review the packets and notify CDS if they require additional data (specific transfer partner information, more detailed demographic breakdown, etc.).
5. The FPAR will post financial data worksheets to the SharePoint sites for programs that will be undergoing program Review in October. Programs are asked to review the worksheets and notify FPAR if they require assistance in reviewing and interpreting the data.

6. Programs will then work on their analysis through the Spring semester and complete their work prior to the end of Fall II semester.
7. The Program Review Team will provide feedback by the end of Fall II semester.
8. Programs will then revise their reports and submit their final draft by end of September of Fall II semester.
9. The Program Review Team scores the final drafts and schedules a closeout meeting with each program, their Directors, Associate Deans, Deans, Academic Senate President, Curriculum Committee Chair, the Provost, and the Program Review Team in November of Fall II semester.



6. **Reference**

- [HLC Criteria for Accreditation](#)
- [HLC Assumed Practices](#)
- [Program Review SharePoint](#) – access by invite only
- ["Overview of the Program Review Process" video](#)
- [Consortium Agreements](#) at LCC

7. **Definitions**

Accreditation Liaison Officer (ALO) – The individual identified by LCC to serve as a contact point with the Higher Learning Commission, in addition to the College’s President. The ALO is expected to be aware of HLC requirements and to guide the College’s efforts in relation to compliance.

Center for Data Science (CDS) – offers institutional perspective and understanding by providing expertise and analysis in pursuit of continuous improvement to support the College’s culture of inquiry and strategic decision making.

Director of Academic Quality (DAQ) - works collaboratively and cross-functionally with other members of the Academic Affairs team, as well as with personnel from across the College, to implement initiatives and tasks related to Academic quality and continuous improvement.