

ADMINISTRATIVE POLICY  
**ASSOCIATE DEGREE AND TECHNICAL DIPLOMA PROGRAM EVALUATION**

*This policy pertains to employees.*

The purpose of program evaluation at Fox Valley Technical College is to maintain a systematic model of continuous improvement for occupational programs. The process aligns with the Wisconsin Technical College System Quality Review Process which provides for benchmarking of program performance in similar program areas across the state. Additionally, this process fulfills the Higher Learning Commission's federal compliance requirements as reported under "Review of Student Outcome Data" to maintain the college's accreditation.

Program evaluation occurs continuously and is aligned with the College Strategic Plan cycle. The metrics and measurements in the process mirror the Strategic Directions and Measures related to key elements of instructional performance. The program evaluation process involves instructional leaders working with faculty teams on the following elements:

Team Conversations: Instructional leaders and faculty engage in ongoing dialogue regarding the program evaluation process and the connection to program performance on the program metrics dashboard.

Program Metrics Review: Occupational program metrics are updated annually and provide trend data for program, course, and student measures. Teams review their program data relative to the College's target score and identify strengths and areas for improvement.

Action Plan: Based upon the team conversation and score review, teams develop an action plan or program goals and objectives. Priority is given to those program metrics that are below target College measures. Plans are submitted to the Dean or Associate Dean and activities are monitored throughout the year.

Program Vitality Check-In: The Program Vitality Check-In is the primary process tool developed for the program evaluation cycle of in-depth program reviews. The process encompasses a review of three-year trends for program metrics as well as curriculum updating. Program metrics are reviewed with the division leadership teams (Deans, Associate Deans, Department Chairs) to assess areas of strength and areas that need improvement. Fifteen to twenty programs are reviewed each year, with every program on a rotational three-year cycle. The program check-in focuses on the following topics:

- Student and Program Overview
- Program Measures
- Course Measures
- Student Measures
- Program Accreditations
- Program Development

Minutes from the meetings are published on the College Effectiveness intranet site. At the end of the academic year, the College Effectiveness department connects with programs to document

improvements made over the last academic year and to identify best practices that could be shared with other programs.

*Adopted: 10/30/2012*

*Reviewed: 11/17/2020, 01/15/2024*

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