

COLLEGE AREA REVIEW
ACADEMIC PROGRAM REVIEW
CERTIFICATE REPORT 2017-2018

Instructions: The certificate should address each section and provide recommendations using the CAR/Academic Program Review Recommendations Report. This narrative format is intended to capture the comprehensive scope of the certificate. For each degree program and certificate in your academic areas, complete a separate report. The report should be limited to 10 pages. Any appendices should not exceed 5 pages. Findings from this report should inform your recommendations.

NAME of the Certificate: _____

Section One: Program Overview:

1. Program History/Purpose/Vision

- a. Provide a brief overview of the certificate and how this certificate helps students obtain their educational goals.
- b. In the last five years, has this certificate focused on a particular MC 2020 initiative(s), if yes, describe that involvement in detail?

2. Program Curriculum

- a. **Curriculum Mapping** – Map the program learning outcomes to the required certificate courses.
 - 1. List all required courses for the certificate in column on the left.
 - 2. List **all** student learning outcomes (SLO) in the learning outcomes columns.
 - 3. For each course indicate which program outcomes are addressed in this given course using the following key.
 - o **Level of instruction:** I – Introduced, R-Reinforced and opportunity to practice, M-Mastery at the graduation or exit level
 - o **Assessment Method:** P-Paper, E-Exam, PO – Portfolio, O-Oral presentation, OT-Other (explain briefly)

COURSES Name and Number (BIOL 110)	Program Learning Outcomes									
	Learning Outcome 1:		Learning Outcome 2:		Learning Outcome 3:		Learning Outcome 4:		Learning Outcome 5:	
	Level	Assessment	Level	Assessment	Level	Assessment	Level	Assessment	Level	Assessment

b. **After mapping the curriculum, address the following questions:**

1. Are all the intended program learning outcomes covered in courses?
2. Review your course outcomes. Do they sufficiently address the program outcome?
3. Does the sequencing of courses support and build upon concepts as needed for student learning?
4. Do the outcomes reflect what students should be learning to prepare them for future professional and educational opportunities?
5. Do the outcomes need to be modified? Discuss any findings, especially inconsistencies. If there are inconsistencies, please provide solutions.
6. Are there any curriculum actions that may impact how courses are currently mapped and will be mapped in the future?
7. How do any of the certificate courses support the General Studies Program?

*Note: Note: If you have not submitted your Program Assessment Plan, use the information above to craft possible recommendations. Also, if your assessment plan is due, use the information above to craft and submit your Program Assessment Plan (see the Program Assessment Plan form) by **10/1** to outcomes@montgomerycollege.edu. Any changes to the intended or proposed curriculum must go through the established College curriculum process. Use the information above to craft possible recommendations.*

3. Program and Student Perspective (See Student Survey Guide for additional information)

- a. Using a method identified by the certificate (e.g. focus group, survey or questionnaire in a required class), collect information from students in this program to better understand their educational experience. Potential topics to include are:
 - Special or unique features of the program
 - Extent to which the program outcomes were emphasized throughout the student's educational experience
 - Any questions that would inform the program's impact on student success and meeting the student's educational goals (e.g. student advising).

Section Two: Certificate Data: (See Data Guidelines: Program Enrollments and Awards)

- a. Have certificate data benchmarks been met? Address the College's benchmarks based on the institutional data provided. If all the benchmarks are not met, provide an explanation indicating action steps to meet future data benchmarks. Each certificate in this program should be addressed separately. (Use the information to craft possible recommendations).
- b. Using the data provided from EMSI: industry data are there specific actions this certificate could take to improve career opportunities for their students, e.g., updating the curriculum, changes to the advisory board, changes in advising, etc.?

Section Three: Future Directions: Strengths, Weakness, Opportunities, and Threats

Based on the information collected in the previous sections, conduct a SWOT analysis. Provide your answers in bullet format. From this analysis, use this information to craft possible recommendations.

- **Strengths:** What areas does the program excel? What are the advantages of the program? What do others see as the program's strengths?
- **Weakness:** What areas does the program not perform as desired? What is not functioning as well as it could? List any risks, needs, and demands for services that the program cannot currently meet.
- **Opportunities:** What factors are present that enable the program's future success?
- **Threats:** What external factors, to the College, if any, impact the program's future success?

Internal	Strengths:	Weakness:
External	Opportunities:	Threats:

Section Four: Complete the CAR/Academic Program Review Recommendations Report (separate form)

After completing this report, the program should synthesize the findings and identify recommendations for the future development of this program. These are high level action items that the program wishes to accomplish in the next five years. Your narrative report should justify these recommendations. Recommendations should reflect analyses and comments from sections one through three. Use the CAR/Academic Program Review Recommendations Report for your recommendations.

- General Guidelines when writing recommendations:
 - use action words.
 - indicate any known associated cost or cost estimates for recommendation implementation.
 - identify responsible person, by name, accountable for recommendation implementation.
- Recommendations should be:
 - implementable in the five-year time period.
 - reasonable and thoughtful based on program review reports, institutional data and faculty, staff, chairs, dean, and vice president and provost discussion.
 - measurable and outcomes oriented.
 - limited to ten or fewer.
 - aligned with MC 2020 Strategic Themes and Initiatives, where applicable.