MISSION AND GOALS

The **mission** of Amarillo College is as follows:

Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area.

The **goals** of Amarillo College, which are designed to fulfill the comprehensive mission of the institution, are as follows:

- **GOAL I** Maximize student access.
- **GOAL II** Guide students toward educational success.
- **GOAL III** Provide quality general education.
- **GOAL IV** Provide quality transfer education.
- **GOAL V** Provide quality technical preparation.
- **GOAL VI** Provide quality workforce development opportunities.
- **GOAL VII** Promote employee professional growth and equity.
- **GOAL VIII** Manage institutional resources effectively and efficiently.
- **GOAL IX** Develop alternative resources for the institution.
- **GOAL X** Serve as a community enrichment resource.

The **statutory purpose** of each public community college is to provide:

- technical programs up to two years in length leading to associate degrees or certificates;
- vocational programs leading directly to employment in semi-skilled and skilled occupations;
- freshman and sophomore courses in arts and sciences;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
• a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
• workforce development programs designed to meet local and statewide needs;
• adult literacy and other basic skills programs for adults; and
• such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing board(s) in the best interest of postsecondary education in Texas.

PURPOSE OF PROGRAM REVIEW

Program review at Amarillo College is designed to ensure that the institution is successfully and effectively meeting the various needs of its student constituency. Evaluation of all programs and services is necessary to ensure quality educational opportunities for students.

Objective, timely, and comprehensive program review serves not only to maintain but also to improve educational programs and services. Effective program evaluation provides accountability to taxpayers and students. Students must be assured that successful completion of programs of study at Amarillo College will help them achieve their goals including transferability, entry into the job market, skill enhancement, and personal growth and enrichment. Taxpayers must be assured that the College is utilizing its financial resources in the most cost efficient manner possible.

A comprehensive program review takes into account not only resources and educational processes, but also the effectiveness in using them to accomplish the mission and goals of the institution. To ensure that programs offered by Amarillo College meet the needs of our students and contribute to accomplishments of the goals of the College, a periodic review of each program is necessary. The results of program reviews, combined with other statistical and empirical data, will contribute to the overall effectiveness of institutional planning.

The purpose of this policy and procedures document is to provide a system for reviewing and evaluating each program on a regular schedule. The term "program" will refer to a major or unique area or component within the institution such as instructional divisions and non-instructional divisions or offices.

GENERAL PRINCIPLES OF EFFECTIVE PROGRAM REVIEW

The National Center for Higher Education Management Systems (NCHEMS) in Boulder, Colorado recommends the following principles be incorporated into program review:

- Fairness
- Comprehensiveness
- Positive Emphasis
- Proper Implementation
- Use of Multi-Criteria - Objectivity
- Good Communications - Cyclical & Timely Reviews
- Credibility - Utility
- Program Access - Specificity

**PROGRAM REVIEW SCHEDULE**

All components of the institution will conduct a program review every **five** years. Exceptions may include when external accrediting agencies require program review to be conducted at a specific time or when concerns about a program’s viability dictate that program review is in order. Revisions and extensions to the program review schedule must be approved by the President’s Cabinet. The Office of Institutional Effectiveness and Advancement is charged with overseeing the program review process and schedule.

The following schedule will provide for a complete review of each program every five years between 2000 and 2011:

<table>
<thead>
<tr>
<th>Year</th>
<th>Component</th>
</tr>
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<tbody>
<tr>
<td>2001-02</td>
<td>Business Affairs - Non-Instructional</td>
</tr>
<tr>
<td></td>
<td>Institutional Advancement - Non-Instructional</td>
</tr>
<tr>
<td></td>
<td>Library - Non-Instructional</td>
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<tr>
<td></td>
<td>Allied Health Division - Non-Instructional</td>
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<tr>
<td></td>
<td>Information Technology Services - Non-Instructional</td>
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<tr>
<td>2002-03</td>
<td>Extended Programs – Non-Instructional</td>
</tr>
<tr>
<td></td>
<td>Language, Communication and Fine Arts - Instructional</td>
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<tr>
<td>2003-04</td>
<td>ACcess Division – Instructional &amp; Non-Instructional</td>
</tr>
<tr>
<td></td>
<td>Nursing Division – Instructional</td>
</tr>
<tr>
<td></td>
<td>Student Services – Instructional</td>
</tr>
<tr>
<td></td>
<td>Workforce Development – Non-Instructional &amp; Instructional</td>
</tr>
<tr>
<td>2004-05</td>
<td>Library – Non-Instructional</td>
</tr>
<tr>
<td></td>
<td>Behavioral Studies Division – Instructional</td>
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<tr>
<td></td>
<td>KACV (since this is a separate entity, program review process is optional) - Non-Instructional</td>
</tr>
<tr>
<td>2005-06</td>
<td>College Advancement (remaining programs College Relations and Professional &amp; Org. Development) - Non-Instructional</td>
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<tr>
<td></td>
<td>Business Division – Instructional</td>
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<tr>
<td></td>
<td>Science &amp; Engineering Division – Instructional</td>
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<tr>
<td></td>
<td>Industrial and Transportation Technologies Division – Instructional</td>
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</tbody>
</table>
AC Foundation (since this is a separate entity, program review process is optional) - Non-Instructional

2006-07 Finance & Administrative Services – Non-Instructional
Allied Health Division – Non-Instructional
Information Systems & Technology - Non-Instructional

2007-08 Extended Programs - Non-Instructional
Language, Communication and Fine Arts Division - Instructional

2008-09 Nursing Division - Instructional
Student & Academic Development - Non-Instructional & Instructional
Workforce Development Division – Non-Instructional & Instructional

2009-10 Behavioral Studies Division – Instructional
Library – Non-Instructional
KACV (if this separate 501C3 desires) - Non-Instructional

2010-11 College Advancement – Non-Instructional
Business Division – Instructional
Industrial and Transportation Technologies Division - Instructional
Science & Engineering Division - Instructional
AC Foundation (if this separate 501C3 desires to be apart of program review process) - Non-Instructional

SELF-STUDY COMMITTEE MEMBERSHIP AND RESPONSIBILITY

The Self-Study committee for each program will be chaired by the division chair, administrator, or respective President’s Cabinet member. The chairman will be responsible for coordinating and conducting the program self-study process.

Instructional Divisions or Components

The program self-study chairman will appoint committee members which shall include department chairmen, program coordinators, selected faculty (and staff) from the division, two faculty (or staff) members from outside the division, and selected members from each program advisory committee. Appointment of committee members from the Advising and Counseling Center, financial aid and other non-instructional areas is encouraged where appropriate.
Non-Instructional Divisions or Offices

The program self-study chairman will appoint a committee composed of the directors of each department/office within the division. The process is expected to include the input and participation of all staff members of the division. Two college personnel from any other instructional or non-instructional divisions will also serve on the committee.

Resource personnel from areas such as Institutional Effectiveness including Institutional Research, Academic & Student Development, Information & Systems Technology, and the Library may be called upon to assist in the program review as necessary. Consultants may also be utilized as necessary.

Subcommittees may be appointed during the review process at the discretion of the program self-study chairman.

EXTERNAL REVIEW COMMITTEES

The President’s Cabinet will appoint a college-wide External Review Committee for each division or component under program review. The Self-Study committee chairman may make recommendations of persons to serve on the External Review Committee. Each External Review Committee will be responsible for reviewing one division or component. However, the chairman of each External Review Committee must have had experience on at least one other External Review Committee of a program review.

Each External Review Committee reviewing an instructional division or component will be comprised of one-two division chairmen, one-two department chairmen or directors, two faculty members, and a director from each of Student & Academic Development, Finance & Administrative Services, Workforce Development, Information Systems & Technology, and one other non-instructional division or office.

Each External Review Committee reviewing a non-instructional division/office will consist of at least one instructional division chairman, one department chairman/director, one faculty member, and one director from five of the non-instructional divisions/offices not under review.

Each program self-study report will be sent to the External Review Committee assigned to the program review, which will serve as a hearing body to analyze and review the report. At least one formal program self-study presentation will be made to this committee. The External Review Committee may ask questions regarding the review, hold interviews, and seek additional data. The committee will report findings and make recommendations to the administrator of the division/office and the respective President’s Cabinet member.
## Procedure and Timetable for Program Review

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 15</td>
<td>Program Review Self-Study Committee appointed by the Executive Committee members.</td>
</tr>
<tr>
<td>September 30</td>
<td>The Executive Committee member identifies the Self-Study committee chairman and meets with program self-study committee to charge the committee and answer questions regarding the self-study process.</td>
</tr>
<tr>
<td>October 1</td>
<td>Program Review Self-Study Committee begins work.</td>
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</tbody>
</table>
| October - February | 1. Program Review Self-Study Committee conducts data collection by following the appropriate outline, which is the primary instrument in the review process.  
2. Each program must complete the self-study outline.  
3. The bulk of the committee work will be conducted during this time period.  
4. If accreditation is required, accreditation reports may be used as a significant part of program review; an attached self-study outline with appropriate page references may meet program review requirements.  
5. Consultants from other colleges or business/industry may be utilized as necessary as part of the self-study process or as evaluators after the self-study process is complete. Requests for honoraria fees and travel expenses may be made to the respective Vice President or Dean. Funds shall be budgeted within the division. Typically, no more than two consultants will be utilized due to budget constraints. |
| November    | Graduate and non-returning student surveys sent out for any instructional programs under review. |
| November    | Statistical data for program requested from and compiled by Office of Institutional Effectiveness and Institutional Research is sent to Program Review Self-Study Committee. |
| February 1  | Results of graduate and non-returning student surveys sent to Program Review Self-Study Committee (instructional divisions only). |
| April 1     | **Final** program self-study report due to division chair, administrator, or respective Executive Committee member. Program Review Self-Study Committee is responsible for the final report format. |
Two copies of the report in either notebooks or as a web version must be provided.

April 1 - May 1

1. External Review Committee appointed and approved by the Executive Committee for each program review; committees will serve as a hearing bodies to analyze and review the assigned self-study report.

2. Program self-study formal presentation made to External Review Committee; questions presented to self-study chairman and/or committee as necessary. Outside consultants may be used to address the External Review Committee.

3. External Review Committee prepares its report and presents it in draft form to the division and the respective Executive Committee member. Report consists of a statement of commendations, concerns, and recommendations based on self-study report and presentation and subsequent follow-up discussions; concerns and recommendations must be well documented and based on factual information. Recommendations may be for, but not limited to, program expansion, improvement, retrenchment, reorganization, or termination.

4. Opportunity for the program area to seek clarification or make corrections to the report.

5. Final report presented in an exit report format (both oral and written) to the respective Executive Committee member and members of the faculty and staff of the program under review. The president will be invited to attend this report.

6. One print copy of the Program Review Self-Study Report and External Committee’s Report are sent to the Office of Institutional Effectiveness and Advancement. This office will forward the copy to the library for archiving.

May 1 - June 1

1. Administrative follow-up meetings between division chairmen, department chairmen, program coordinators, and/or other unit supervisors and respective Executive Committee member.

2. Comments and recommendations from the External Review Committee for the assigned program review and any outside consultants will be shared with the program staff/faculty/administrators by the Self Study chairman.

3. Decisions regarding recommendations and concerns contained in the program review report will be formulated and implemented through appropriate processes.
Annually

Each year, on the date of the original final report presentations, a status report will be made to the President until all concerns have been addressed.

*NOTE: Because of the differing functions of the various components of the institution, modification to this process may be appropriate. The Executive Committee member responsible must approve changes to the program review process.

RESOURCES AVAILABLE FOR PROGRAM SELF-STUDY:

Institutional resources are available and should be helpful in conducting the program’s self-study. Many of these resources are located on the Electronic Archive site of the College’s Website (http://archives.actx.edu/) including, but are not limited to, the following:

Reports:
Institutional Effectiveness:
   Amarillo College Strategic Plan
   Planning & Evaluation Tracking (PET) Forms
   Data Book

Survey Data:
   Graduate and Non-Returning Student Survey
   Student Surveys
      Student Satisfaction Survey
   Student Services Division Survey

Other information available on AC web site
   Amarillo College Catalog
   Faculty Handbook
   Advisor’s Handbook (including Program Curriculum/Degree Plans) – AC Intranet

Other data available upon request from the Office of Institutional Effectiveness and Institutional Research including, but not limited to:
   ACAVP\BNCHMK09.SPS - Who Takes My Classes