

Program Enhancement Plan Process

The Program Enhancement Plan process for AAS degrees and certificate programs begins with the annual review of the Internal Program Review data. Enrollment, completion and trend data are reviewed first to determine the overall footprint of a program. Patterns and changes in patterns are analyzed to determine if there have been significant impacts on the program that need to be addressed. Finally, the financials of the program are reviewed to determine if costs are in line with the requirements of the program. It is important to note that a deficit in and of itself does not necessarily indicate that a program is struggling. More important is whether or not the costs of a program are reasonable when the other data (enrollment, completions, trends, etc.) is considered. If the data indicates a program is struggling, further review of the most recent five year program review and assessments of student learning outcomes are completed. This information is shared with program coordinators as soon as possible. If subsequent reports continue to raise questions about program viability, programs may be placed on a Program Enhancement Plan.

Programs placed on an Enhancement Plan are charged with developing specific strategies and timelines for addressing opportunities for improvement presented by current circumstances and contexts. The details of the plan will be specific to the needs of the program and the opportunities available for improvement. Program Coordinators should work with Deans to develop an action plan for specific problem areas and record it using the attached template. Program Coordinators, with the guidance of their Deans, are then responsible for implementing the action plans in an effort to improve the quality and viability of their programs.

The template covers significant areas that may require focused improvement. One or all areas of the template may require completion by the Dean and Program Coordinator. Additional improvement recommendations could be developed through consultation with Program Advisory Committees. Furthermore, additional support may be required from other areas of the college in order to implement improvement strategies. For example, retention efforts may require support from Admissions, Counseling, or Learning Resources. Additionally, improvement projects could be supported through the Learning Enhancement Opportunity (LEO) process. Program Coordinators are encouraged to seek out these additional supports and include them in the development of the Enhancement Plan. Proposal and reporting due dates are listed on the attached forms.

The Enhancement Plan's progress will be monitored by the Dean and reviewed by the Vice President for Academic Affairs as part of the annual program review cycle. An annual progress report will be submitted to the Dean no later than December 15th of each year. Subsequent program reviews will help determine whether Enhancement Plan interventions improve program outcomes. If progress is made, the Enhancement Plan may be deemed completed or continued enhancement efforts may be recommended. If the program's viability remains in question, the Vice President for Academic Affairs may recommend continued monitoring or, in certain cases, program deactivation.