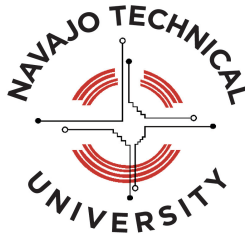


# **Program Review Guide 2018-19**



**Navajo Technical University  
Navajo Nation**

**DRAFT  
V. SEP 14 2018**

## **Purpose**

The purpose of the Program Review Guide is to promote systematic review and evaluation of academic programs at Navajo Technical University. It is central to Navajo Technical University's mission, planning, academic programming, and continuous improvement.

## **Focus**

The Program Review Committee and Deans conduct a thorough Self-Study of each academic program every three years using the Program Review Process. The review focuses on the following (see **Appendix 1** for details):

- Curriculum
- Student data
- Program assessment and improvements
- Strengths and challenges
- Recognition
- Cost

## **Cycle**

Each academic program is reviewed on a three-year cycle (see **Appendix 2**). The schedule is developed in consultation with Department Chairs and Deans. Under exceptional circumstances and with the approval of the Deans, a review may be extended or postponed. When possible, the schedule is coordinated with other review(s) and accreditation obligations.

## **Process**

The Program Review process includes five steps: 1) Planning, 2) Self-Study, 3) Hearing, 4) Analysis of findings, and 5) Recommendations to the President's Cabinet.

*Planning.* Program Review will be initiated each academic year by the Deans. In the preceding spring semester, Department Chairs will be reminded as to the programs under their purview scheduled for review in the subsequent fall and spring semesters. Early in the fall semester, for programs scheduled for fall review, chairs, program advisors, and faculty will be invited to participate in an orientation workshop to launch Program Review. The same will take place early in spring semester for programs scheduled for review at that time.

*Self-Study.* The Self-Study for each program should be started by the Self-Study Team (consisting of Program Advisor(s) and faculty assigned by the Department Chair) and immediately following the orientation workshop so that the Self-Study can be completed by November 1 in fall semester, and March 1 in spring semester. These deadlines provide sufficient time for the completion of comprehensive Self-Study reports.

Sections of the Self-Study are to be completed by persons and entities as assigned in the Program Review Template. The student and budget data will be provided by the Program Review Committee; the other information will be provided by the program's Self-Study team.

The template document will be housed as a Google Doc in a Program Review folder shared in NTU's hard-drive to allow for multiple authors to work on the report simultaneously.

*Hearing.* This will be conducted by the Program Review Committee and scheduled and convened each semester by the Deans.

*Analysis of findings.* The Program Review Committee will produce a summary report each semester that highlights the following:

- Recruitment and retention of faculty and students
- Graduation rates
- Programs quality
- Student learning assessment
- Teaching and academic outreach efforts of the faculty
- Fiscal efficacy

The summary report is meant to be responsive to other issues that come to the fore in the course of the reviews. It is expected that the Program Review Committee will make specific recommendations for improvement of the quality of programs that were reviewed, as well as identify those aspects of the programs that are exemplary.

Self-Study team members will also be surveyed at the conclusion of the Program Review process each semester to identify strengths, challenges, and opportunities for improving Program Review as a whole.

*Report to the President's Cabinet.* The final step in the Program Review process is the preparation of a summary report on the year's Program Reviews for the President's Cabinet. The summary report will also be prepared by the Program Review Committee and will include: a) description of programs reviewed; b) procedures used in the review process; c) major findings and conclusions for each program; d) future plans for each program; e) follow-up monitoring and reporting plans, as appropriate; and finally, f) strengths, challenges, and recommendations for improving the Program Review process. Data summaries will be appended to the narrative. A copy of the report will be made available to the entire University community.

## Appendix 1 Program Review Template

**Program reviewed:**  
**School/department:**  
**Department chairperson:**

**Directions:** This form will be posted in Google Docs. Persons and groups as indicated below need to complete assigned sections by deadlines specified by the Program Review Committee.

### CURRICULUM

**Program description and degree checklist.** *From University catalog and Student Services. Completed by Program Advisor(s).*

**Alignment with University mission and strategic plan.** *Completed by Program Advisor(s). One paragraph.*

### STUDENT DATA

**Enrollment.** *Declared majors. Completed by Program Review Committee.*

Fall 2015	Fall 2016	Fall 2017

**Retention.** *Freshmen continuing studies into sophomore year. Completed by Program Review Committee.*

AY 14-15	AY 15-16	AY 16-17

**Graduates.** *From Student Services. Completed by Program Review Committee.*

AY 14-15	AY 15-16	AY 16-17

**Job placement.** *Employer satisfaction. Completed by Program Review Committee.*

### PROGRAM ASSESSMENT AND IMPROVEMENTS

**Learning outcomes, measures, and results.** *Completed by Program Advisor(s).*

**Program improvements based on assessment results.** *Completed by Program Advisor(s).*

## **STRENGTHS AND CHALLENGES**

**What are the program's strengths?** *Completed by Program Advisor(s).*

**What opportunities exist to extend existing strengths?** *Completed by Program Advisor(s).*

**What are the program's challenges?** *Completed by Program Advisor(s).*

**What are plans for overcoming the challenges?** *Completed by Program Advisor(s).*

**Describe improvements that can only be addresses through additional resources.** *Completed by Program Advisor(s).*

## **RECOGNITION**

**Faculty accomplishments.** *Completed by Program Advisor(s). Maximum ten items.*

**Program recognition.** *Completed by Program Advisor(s). Maximum five items.*

## **COST**

**Budget.** *Program efficacy metric. Completed by Program Review Committee.*

**Appendix 2**  
**Program Review Cycle**  
 (must be updated)

No.	Program	Last Review Date	Current Review Date	Next Review Date (Three-Year Cycle)
1.	Accounting (A.A.S.)	April 2014	Spring 2017	Spring 2020
2.	Administrative Office Specialist (Certificate and A.A.S.)	April 2014	Spring 2017	Spring 2020
3.	Advanced Manufacturing Technology (B.A.S.)	Fall 2015	Fall 2018	Fall 2021
4.	Applied Computer Technology (Certificate)		Spring 2017	Spring 2020
5.	Automotive Technology (Cert. and A.A.S.)	April 2014	Spring 2017	Spring 2020
6.	Biology (B.S.)	Fall 2017	Fall 2020	Fall 2023
7.	Bookkeeping (Certificate)		Spring 2017	Spring 2020
8.	Building Information Modeling (A.A.S.)		Spring 2017	Spring 2020
9.	Carpentry (Certificate)	5/2/2016	Fall 2018	Fall 2021
10.	Chemical Engineering (A.A.S.)	Fall 2015	Fall 2018	Fall 2021
11.	Commercial Driver License (Technical Cert.)		Fall 2018	Fall 2021
12.	Computer-Aided Drafting (Certificate)		Fall 2018	Fall 2021
13.	Computer Science (Certificate)	Spring 2016	Fall 2019	Fall 2022
14.	Counseling (Certificate)	Spring 2016	Fall 2019	Fall 2022
15.	Construction Technology (Certificate and A.A.S.)	April 2014	Fall 2018	Fall 2021
16.	Creative Writing and New Media (B.F.A.)		Fall 2016	Fall 2019
17.	Culinary Arts Technology (Certificate and A.A.S.)		Spring 2018	Spring 2021
18.	Diné Culture Language and Leadership (B.A. and M.A.)	5/2/2016	Spring 2019	Spring 2022
19.	Dual Credit		Fall 2019	Fall 2022
20.	Early Childhood & Multicultural Education (Certificate, A.S., B.S.)	April 2014	Spring 2017	Spring 2020
21.	Electrical Engineering (B.S.)		Fall 2016	Fall 2019
22.	Electrical Trades (Certificate)		Fall 2017	Fall 2020
23.	Energy Systems (A.A.S.)	5/2/2016	Spring 2019	Spring 2022
24.	Engineering Technology (A.A.S.)	Spring 2018	Spring 2021	Spring 2024
25.	Environmental Science & Nat Res (Certificate, A.A.S., and B.S.)	5/2/2016	Spring 2019	Spring 2022
26.	General Education	3/10 /2016	Spring 2019	Spring 2022
27.	General Studies (A.A.)	Spring 2016	Fall 2019	Fall 2022
28.	Geographic Information Technology (Certificate and A.A.S.)		Fall 2016	Fall 2019

29.	Industrial Engineering (B.S.)		Spring 2018	Spring 2021
30.	Industrial Maintenance and Operations (Cert.)	5/27/2014	Fall 2017	Fall 2020
31.	Information Technology (Certificate, A.A.S., and B.S.)	5/27/2014	Fall 2017	Fall 2020
32.	Law Advocate (A.A.S.)	5/2/2016	Spring 2019	Spring 2022
33.	Law Enforcement (Certificate)	Fall 2017	Fall 2020	Fall 2023
34.	Legal Assistant (Certificate)	5/2/2016	Spring 2019	Spring 2022
35.	Mathematics (Certificate and A.S.)		Fall 2017	Fall 2020
36.	Navajo Transcription		Fall 2017	Fall 2020
37.	New Media (B.A.S.)		Fall 2017	Fall 2020
38.	Nursing (ADN)	6/23/2014	Fall 2019	Fall 2022
39.	Pre-Nursing (Certificate)	5/2/2016	Spring 2019	Spring 2022
40.	Professional Baking (Certificate and Associate)		Fall 2016	Fall 2019
41.	Public Administration (A.A.S.)	April 2014	Fall 2017	Fall 2020
42.	Textile and Weaving (Certificate)		Fall 2016	Fall 2019
43.	Veterinary Technician (A.A.S.)	5/2/2016	Fall 2019	Fall 2022
44.	Welding (Certificate)	Spring 2016	Fall 2019	Fall 2022
45.	Business Administration	Pending HLC Approval	Fall 2018	Fall 2021