

30.8 Program Review

- **30-8-1 Purpose**
- **30-8-2 Policy**

1. Purpose. Part of the philosophical approach of continuous improvement is the necessity of periodically reviewing process and identifying areas of strength and opportunities for improvement. The instructional and service programs at Eastern New Mexico University-Roswell (ENMU-Roswell) meet this commitment through Program Review as outlined below.

2. Program Review. ENMU-Roswell recognizes that program review is a constant responsibility of the faculty and administrative staff. The desired result is program improvement and accountability. However, ENMU-Roswell recognizes that proper evaluation may, on occasion, dictate program modification or elimination.

The following procedures will be used to evaluate existing programs:

A. Frequency - Continuing programs will be evaluated every five years or more often as deemed necessary by administrative personnel. Typically, new programs will be evaluated in the third year in which they have enrolled students.

B. Method - The Instructional Council will be involved in evaluation of a specific program and serve as the Program Review Committee. A hearing will be held with the Program Review Committee, the faculty or staff members of evaluated program and outside consultants as needed. For purposes of Program Review, the division chair or manager of the program under review will take responsibility for presenting evidence to the Program Review Committee. The evidence to present to the Program Review Committee will be developed for presentation using the criteria and preset guidelines as agreed upon by the program review committee and the program being evaluated.

In the event the program review is being conducted under the criteria of financial exigency, the make-up of the Program Review Committee will be dictated by the appropriate provisions of the Faculty Handbook.

A. Procedure - 1) The Vice President for Academic Affairs and the assistant vice president will arrange for collection of data required for evaluation; 2) the Program Review Committee will hold a hearing as described above in Method; 3) the Program Review Committee will evaluate data and information from the hearing and will formulate recommendations; 4) recommendations will be forwarded to the ENMU-Roswell President for consideration; 5) a summary of the report will be presented to the President's Cabinet (Core Staff) if deemed necessary by the President ENMU-Roswell.