

Program Review

A Step by Step Tutorial

Program Review is located on the SCC website.

1. Navigate to the SCC website
2. Use the Search function to search for Institutional Research
3. Select “Institutional Research and Planning”
4. Select “Campus Labs Login – Program Review, Accreditation and Credentials” on ribbon at left

The link to Institutional Research and Planning is:

<https://www.southwesterncc.edu/institutional-research-planning>

The page looks like this



HOW TO APPLY

PROGRAMS

ABOUT US

STUDENTS

CONTACT US

Search

About Us

Accreditation

Board of Trustees

College History

College Mission

COVID-19

Consumer Information

Faculty and Staff

Foundation

General College Information

Human Resources

Institutional Development

Institutional Research and Planning

Campus Labs Login - Program Review, Accreditation and

Why is Institutional Effectiveness Important?

Over the past decade, colleges have come under increasing scrutiny by legislative bodies, accrediting agencies and the public in general. All of these groups are demanding more accountability on the part of individual colleges. As a result, institutional effectiveness is now a primary consideration at colleges throughout the nation and a central theme to the accreditation process. In addition, the concept of performance based funding for colleges is gaining momentum and has been implemented to varying degrees in a number of states. The North Carolina Community College System made an important step in this direction with the implementation of the Performance Measures and Standards.

While meeting the requirements of these **external** bodies underscores the importance of institutional effectiveness, the **internal** applications are even more important. Institutional effectiveness provides a mechanism whereby a college can assess and improve its programs and services (both academic and administrative). This enables the college to better serve and meet the needs of its students and other customers.

How is Effectiveness Assessed at SCC?

- Program Review – all programs undergo an annual review process
- Performance Measures – eight key performance indicators measured annually by the NC Community College System
- Surveys – national, state and self-assessed



Once "Campus Labs" is selected, you will receive a prompt to log in. Use your SCC username and password, and click "sign in."

Southwestern Community College

Enter your institution information to sign in.


Username

Password

Sign in [Need Help?](#)

At this screen, select
"Program Review"

☑ Landing Site | Welcome, Wanda Knight | Log Out



ACCREDITATION

Available Web Sites

- Accreditation
- Program Review

Welcome
Welcome to your institution's *Compliance Assist!* landing site.

Southwestern Community College Home Page | Powered by Compliance Assist

You are now in "Program Review", and your screen looks like this:

PROGRAM REVIEW

Home ▾ Academic Programs > ▾ Template ▾ Options

Program Review Information

- College Overview
- Calendar
- Leadership Team

Site Information

- Technical Support

SCC Program Review

Southwestern Community College is a learning and teaching institution offering high-quality, innovative instruction and support, which promotes student achievement, academic excellence and economic development.

The College will:

- Provide excellence in learning and teaching for transfer and career education, literacy development, business and industry training and lifelong learning in an accessible format (including face to face, blended, and distance learning).
- Maintain a nurturing learning environment by providing comprehensive support and intervention services for every individual.
- Identify, acquire and maintain college resources to support the vision, mission and goals of the college.
- Attract and retain quality employees and provide for their professional development.
- Foster cooperative community-based relationships which contribute to the cultural, economic, and educational advancement of the region.
- Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles.
- Prepare citizens to live, learn and work in a diverse global village.
- Increase community awareness of college programs and services.


Dr. Don Tomas
President

This home page contains information that may be helpful to you as you prepare to complete your program review. Please take a few minutes to look over the documentation.

Let's get started.

Notice you have pull down menus along the blue bar.

This screen shows choices for the type of program. You may or may not have a choice depending on your rights. For our purposes, we'll select "Academic Programs."

Program Review Home - So...

File Edit View Favorites Tools Help

Program Review Home - So...

Welcome, Wanda Knight | Search | Help | Log Out

PROGRAM REVIEW

Home Academic Programs AA-Associate In Arts College Transfer Options

Non-Curriculum Programs

Program Review Information

- College Overview
- Calendar
- Leadership Team


Site Information

- Technical Requirements
- Technical Support

SCC Program Review

Southwestern Community College is a comprehensive learning and teaching institution offering high quality innovative instruction and support to all who need and value these services. Seamless links with the community, advanced technology and a culturally rich environment promote student achievement and academic excellence. Southwestern Community College accomplishes its mission through customer focus, continuous improvement and teamwork:

- to awaken the potential of each student, offering multiple pathways for learning what is important to know and to do — giving coherence and meaning to the total educational experience
- to aggressively pursue the most current technologies while maintaining a nurturing atmosphere which appreciates the value of every individual
- to be a catalyst for community service — removing barriers, creating linkages, building relationships and integrating resources to enhance the quality of life
- to be a leader in economic development and a mindful steward of the natural and cultural resources of the area
- to prepare citizens to live, learn and work in a diverse global village

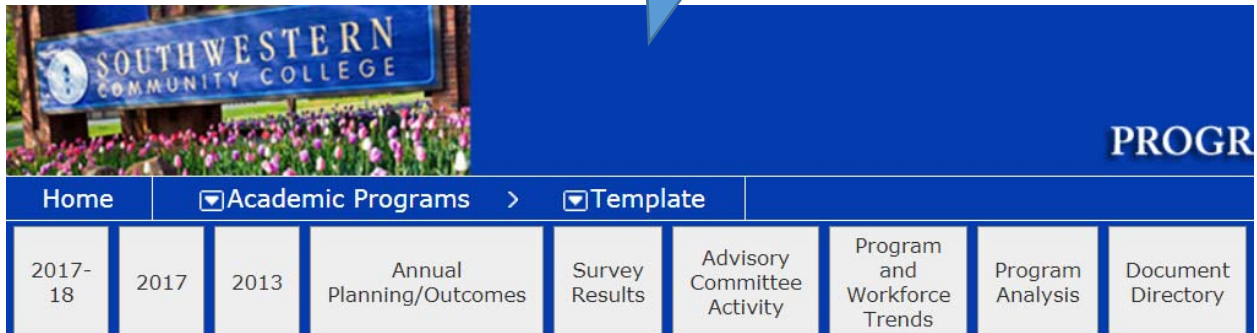


Dr. Don Tomas
President

Site Map | Southwestern Community College Home Page

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Once "Academic Programs" is selected, the next selection is which program. You will have access to the program/department for which you are responsible. For our purposes, I will select the template.



Annual Planning Document

In-depth Program Review

Judgn



To access your planning documents, click on "Annual Planning Document."

All the components for which you are responsible are on this page.

You must click on "Options/Edit Item" in order to add text.

PROGRAM REVIEW

Home | Academic Programs > Template | Options

2017-18 | 2017 | 2013

Annual Planning/Outcomes | Survey Results | Advisory Committee Activity | Program and Workforce Trends | Program Analysis | Document Directory

2019-20

Annual Planning Document

Narrative

[1.1 Mission](#)

[1.2 Vision](#)

[1.3 SWOT - Strengths, Weaknesses, Opportunities, Threats](#)

Program Strengths:

Program Weaknesses:

Program Opportunities:

Program Threats:

[1.4 Student Learning Outcomes](#)

	Program Student Learning Outcomes	Measure of Assessment and Criteria for Success
1.		
2.		
3.		
4.		

[1.5 Accreditation Status](#)

Programs with external accreditation should update the following information on an annual basis:
Name of accrediting agency or organization:
Current accreditation time frame (ex: 2009-2014):
When do you anticipate submitting your next self-study:
When do anticipate your next program site visit:

[2.1-2.3 Annual Goals](#)

Year	Prg Goal #	Vision 2023 Goal	Department Outcomes/ Goals	Success Criteria (Method for measuring extent to which outcomes are achieved)	Plan of Action (including resources needed)	Midpoint Results	Results	Seeking improvement
2018-19	1.							
2017-18	1.							
2018-19	2.							

Options

Edit Item

Copy Item

Check-out

Printable File

Manage Site Structure

Users

Once you are in edit mode, instructions for completion of all sections will be available. Follow these instructions to complete Sections 1.1 through 2.3. Use the "Components of Program Review" calendar to determine due dates.

Edit Item **Program Review Document** **Edit** **Preview** **Activity Log** **Permissions**

Number: **Save** **Save & Close** **Cancel**

Instructions

1.1 Mission
This section relates to the **purpose/mission** of your program or administrative department. This statement can be brief, but you should ensure that it does not conflict with the college mission statement. This statement sets forth the reason for the unit's existence and is descriptive of the unit's role within the overall college.

The following example of a unit purpose/mission statement was developed by SCC's Early Childhood program: *"The purpose of the Early Childhood curriculum program is to enrich the lives of children and their families by educating competent and caring child care professionals and to provide opportunities for SCC Early Childhood students that they would not otherwise have without an Associate Degree."*

The following example of a unit purpose/mission statement was developed by the financial aid office at a neighboring institution: *"We exist to serve students by reducing the financial barriers to educational goals."*

1.2 Vision
While the mission statement should be a concrete and matter of fact description of the unit's scope within the overall context of the college, the vision statement should be a more creative expression. The vision statement should be a projection of what the unit will be in three to five years in the future. The following example of a vision statement was developed by SCC's Outdoor Leadership program: *"The Outdoor Leadership program seeks to become a nationally reputable training institution in the adventure education field."* The following example of a vision statement was developed by SCC's Public Information Office: *"Will have the highest quality presence on the Internet among all community colleges in the nation; will have eliminated the need for film processing and printing via the uses of digital cameras and color printers; and will have surpassed Western Carolina University and regional hospitals for the dominant presence among local newspapers in the college three-county service area."*

1.3 SWOT
Program Strengths
The intent of this section is to provide an introspective analysis of the internal strengths each program possesses. Examples of program strengths would include such items as "a faculty member with 20 years of experience in the field," "the pass rates of graduates of this program on their licensure exam is consistently near 100%," "this program has maintained full enrollment over the past five years," and "almost 100% of graduates from this program have found employment in this field."

Program Weaknesses
The inverse of program strengths, examples of program weaknesses could include such items as "the need to update program

You also have a “Document Directory” tab. By clicking on this tab, you can view any documents that have already been uploaded (folder expansion may be necessary).

The screenshot displays a web application interface. At the top, there is a navigation bar with a 'Program Review' tab selected. The user is identified as 'Wanda Knight' and there are links for 'Search', 'Help', and 'Log Out'. Below the navigation bar is a blue header with the text 'PROGRAM REVIEW'. A secondary navigation bar contains 'Home', 'Programs', 'AFA-Associate in Fine Arts', and 'Options'. The main content area is titled 'Document Directory' and shows a list of folders and documents:

- 2012-13 Reference Docs
- 5.12.2 Marketing Documents
- ISS Strategic Plan Template r 5
- Vision 2017 Final Report

At the bottom of the page, there is a footer with 'Site Map | Southwestern Community College Home Page' on the left and 'Powered by Compliance Assist' on the right.

This is an example of a Document Directory.

Program Review | Welcome, Wanda Knight | Search | Help | Log Out

Home | Academic Programs | AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

Document Directory

- 2012-13 Reference Docs
 - 1.4. Student Learning Outcomes
 - 2. AFA Planning 2012-13
 - 3. Assoc. in Fine Arts Survey Results
 - 4. Advisory Committee Notes 2012
 - 5.1. 3 Yr Unduplicated Enrollment - Assoc. in Fine Arts
 - 5.12.1. AFA Presentation
 - 5.2. 3 Yr Program FTE - Assoc. in Fine Arts
 - 5.3. Program Review - Number of Grads 3 years - Assoc. in Fine Arts
 - 5.6. Avg Course Enrollment - Assoc. in Arts
 - 5.7. Program Success Rates - Assoc. in Fine Arts
 - 5.8. Program Retention - Assoc. in Fine Arts
 - 5.9. AFA Active Grants with CPF
 - 5.9. Program Costs 2011-2012 - Assoc. in Fine Arts
 - 6.1. Program Analysis
 - Surveys - Associate in Fine Arts
- 5.12.2 Marketing Documents
 - ISS Strategic Plan Template r 5
 - Vision 2017 Final Report

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The Office of Institutional Research and Planning will upload some documents, but you will likely have some of your own to support your review. Any pdf may be uploaded to the Document Directory to be used in a narrative. Following are the steps to upload a document.

To upload a saved document to Program Review's Document Directory, select the "Options" tab.

The screenshot shows the 'Program Review' interface. At the top, there is a header with 'Program Review' on the left, 'Welcome, Wanda' on the right, and 'Help | Log Out' on the far right. Below the header is a banner for 'SOUTHWESTERN COMMUNITY COLLEGE' and 'PROGRAM REVIEW'. A navigation bar contains 'Home', 'Academic Programs', 'AFA-Associate in Fine Arts', and 'Options' (which is highlighted). Below the navigation bar, there are tabs for '2013', '2012', and 'Document Directory'. The main content area is titled 'Document Directory' and lists four items: '2012-13 Reference Docs', '5.12.2 Marketing Documents', 'ISS Strategic Plan Template r 5', and 'Vision 2017 Final Report'. At the bottom, there is a footer with 'Site Map | Southwestern Community College Home Page' on the left and 'Powered by Compliance Assist' on the right.

Using the "Options" pull down, select "Manage Files."

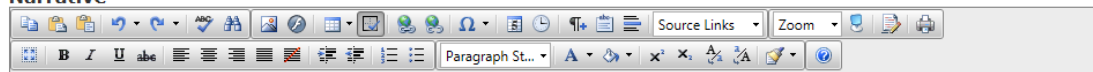
This screenshot is similar to the one above, but the 'Options' pull-down menu is open. The menu items are 'Manage Files', 'Copy Document Directory', and 'Manage Site'. The 'Options' tab in the navigation bar is still highlighted. The rest of the page content, including the header, banner, navigation bar, and document list, remains the same as in the previous screenshot.

Select "Upload File" and follow directions.

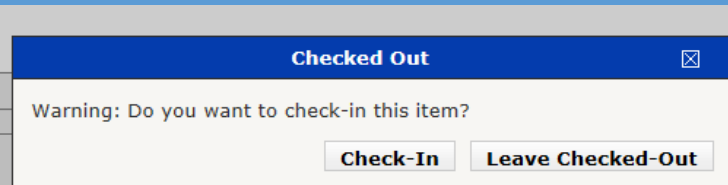
The screenshot displays the 'Program Review' interface for Southwestern Community College. At the top, there is a navigation bar with 'Program Review' on the left and 'Welcome, Wanda Knight | Search | Help | Log Out' on the right. Below this is a blue header with the college logo and the text 'PROGRAM REVIEW'. A secondary navigation bar includes 'Home', 'Academic Programs', 'AFA-Associate in Fine Arts', and 'Options'. The main content area is titled 'Manage Document Directory' and includes instructions: 'Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs)'. Below the instructions is a 'View Activity' button and two main options: 'Add Folder' and 'Upload File'. A tree view under 'Document Directory' shows folders for '2012-13 Reference Docs' and '5.12.2 Marketing Documents', with files like 'ISS Strategic Plan Template r 5' and 'Vision 2017 Final Report' listed under the latter. The footer contains 'Site Map | Southwestern Community College Home Page' and 'Powered by Compliance Assist'.

You will have the option of uploading several documents at the same time. Follow prompts to successfully upload your pdf's.

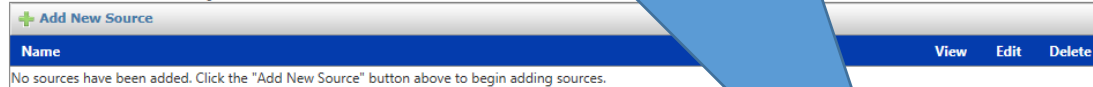
Narrative



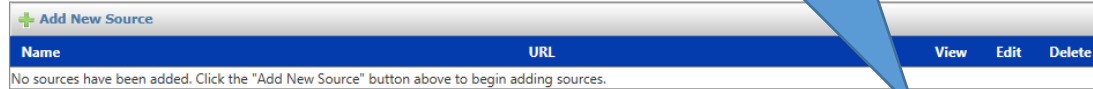
Once you are finished working on your documents, select "Save and Close". You will always be prompted with a reminder that you should "check in" the changes. Please check in.



Document Directory Sources



URL Sources



Save Save & Close Cancel

Gadwin

If you need to add a source as supporting documentation, follow these steps.

While in edit mode, under the Section titled "Document Directory Sources" (or "URL Sources"), select "Add New Source." **REMINDER: the document MUST be in the Document Directory to be accessible. See above.**

Document Directory Sources

[+ Add New Source](#)

Name	View	Edit	Delete
No sources have been added. Click the "Add New Source" button above to begin adding sources.			

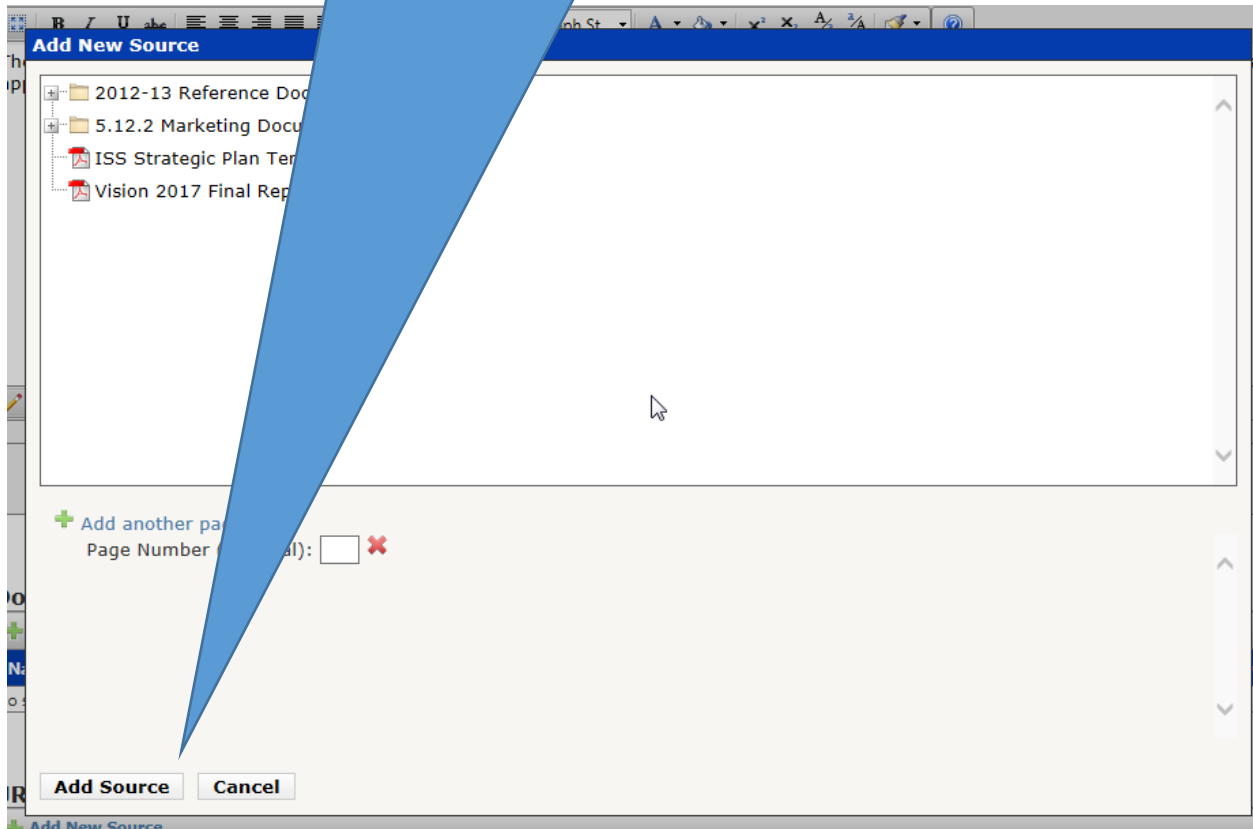
URL Sources

[+ Add New Source](#)

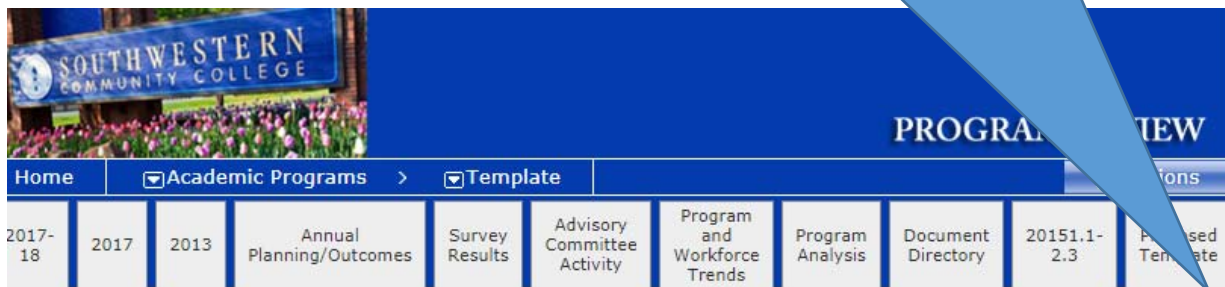
Name	URL	View	Edit	Delete
No sources have been added. Click the "Add New Source" button above to begin adding sources.				

Gadwin
To capture
Screenshot

This screen will appear. Browse for the document you wish to attach. You may even add a specific page number for clarity, but it's not necessary. Select "Add Source." Then select "Save and Close."



This green arrow will advance you to the “In Depth Program Review” screen. This screen is only relevant when your program is undergoing an in-depth review. It can also be accessed from the main page.



Annual Planning Document

Narrative

1.1 Mission

-

1.2 Vision

-

1.3 SWOT - Strengths, Weaknesses, Opportunities, Threats

Program Strengths:

Program Weaknesses:


Program Opportunities:

Program Threats:

Now would be a good time to note the most efficient way to copy and paste from another source to the Program Review. The best method is “control-C” (to copy) and “control-V” (to paste). If you already have the documentation (in this case, SWOT analysis), please use this method to copy into Program Review.

Section 3: (Completed by Institutional Research and Planning)

Program Review Welcome, Wanda Knight | Search | Help | Log Out



PROGRAM REVIEW

Home | Academic Programs > AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

3.1. ← →

Graduate Survey Results

Status
 Under Development In Review Published


Narrative

Sources

3. Assoc. in Fine Arts Survey Results

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Program Review Welcome, Wanda Knight | Search | Help | Log Out



PROGRAM REVIEW

Home | Academic Programs > AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

3.2. ← →

Employer Survey Results

Status
 Under Development In Review Published


Narrative


Sources

3. Assoc. in Fine Arts Survey Results

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Section 4:

Program Review Welcome, Wanda Knight | Search  | Help | Log Out



PROGRAM REVIEW

[Home](#) | [Academic Programs](#) > | [AFA-Associate in Fine Arts](#) | [Options](#)

[2013](#) | [2012](#) | [Document Directory](#)

4.1. [←](#) [→](#)

Advisory Committee Activity

Status
 Under Development In Review Published


Narrative

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Section 5:

REMINDER: MOST OF THIS SECTION WILL BE COMPLETED BY INSTITUTION RESEARCH AND PLANNING. THE FOLLOWING SCREENS ARE YOUR RESPONSIBILITY (5.4, 5.5, 5.10, 5.11 AND 5.12).

Program Review Welcome, Wanda Knight | Search | Help | Log Out



PROGRAM REVIEW

Home | Academic Programs > | AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

5.4. ← →


Licensure Exam Results

Status
 Under Development In Review Published

Narrative

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Program Review Welcome, Wanda Knight | Search | Help | Log Out



PROGRAM REVIEW

Home | Academic Programs > | AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

5.5. ← →

Transfer Performance

Status
 Under Development In Review Published

Narrative

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PROGRAM REVIEW

Home Academic Programs > AFA-Associate in Fine Arts Options

2013 2012 Document Directory

5.10.



Employment Demand

Status

Under Development In Review Published

Narrative



PROGRAM REVIEW

Home Academic Programs > AFA-Associate in Fine Arts Options

2013 2012 Document Directory

5.11.



Job Placement of Completers

Status

Under Development In Review Published

Narrative



PROGRAM REVIEW

Home Academic Programs > AFA-Associate in Fine Arts Options

2013 2012 Document Directory

5.12.



Other Qualitative Information


Status

Under Development In Review Published

Narrative

Section 6:

Program Review Welcome, Wanda Knight | Search | Help | Log Out



PROGRAM REVIEW

Home | Academic Programs > AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

6.1. ← →


Program Coordinator Analysis

Status
 Under Development In Review Published

Narrative

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Program Review Welcome, Wanda Knight | Search | Help | Log Out



PROGRAM REVIEW

Home | Academic Programs > AFA-Associate in Fine Arts | Options

2013 | 2012 | Document Directory

6.2. ← →

Dean's Analysis

Status
 Under Development In Review Published

Narrative

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Thank you! We hope this tutorial helps.