

Program Review Guide 2022-2023



**Navajo Technical University
Navajo Nation**

Reviewed and approved by the Program Review Committee: November 4, 2022

Updated November 4, 2022

Reviewed and approved by the Faculty Congress: TBD

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.

PRC

All aspects of Program Review are coordinated by the University's Program Review Committee. The PRC is a standing committee of the Faculty Congress. Members are appointed by the Faculty Congress.

In 2021-2022, PRC members are as follows:

Dianna Dekelaita-Mullet (Arts & Humanities)
Jennifer Wheeler (Arts & Humanities)
Sheena Begay (Institutional Research)
Franklin Elliott (Arts & Humanities)
Tilda Harrison-Woody (Business)
Henry Fowler (Engineering, Math, & Technology)
Sharon Nelson (Diné & Zuni Studies)
Anita Roastingear (Arts & Humanities)
Ragavanantham Shanmugam (Engineering, Math, & Technology)
Chris Storer (Applied Technology)
Cheryl Thompson (Finances)
Brenda Tom (Human Resources)
Anusuya Vellingiri (Engineering, Math, & Technology)
Shawna Begay (Career Services)

Focus

The Program Review Committee and Deans conduct a thorough Self-Study of each academic program every five 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
- Faculty
- Recognition
- Cost
- Action plan

Cycle

Each academic program is reviewed on a five-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 review, chairs, program advisors, and faculty will be invited to participate in an orientation workshop to launch Program Review.

Self-Study. A Self-Study will be completed for each program that undergoes Program Review. A Self-Study Team consisting of Program Advisor(s) and Faculty will be assigned by the appropriate Department Chair, who will be ultimately responsible for the completion of each Self-Study under her or his purview. Self-Study Teams will complete items assigned to them in the Program Review template; other items will be completed by persons and offices as indicated in the template (again, see **Appendix 1**). Self-Studies must be completed by the end of fall semester.

The Program Review template will be housed in NTU's Google 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 in spring semester by the Deans. Each Self-Study Team will present its findings to the University community.

Analysis of findings. The Program Review Committee will produce a summary report 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
- Action plans

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.

Action plans. Each Self-Study Team is responsible for designing and implementing an Action Plan for program improvement. Action Plans should include steps that can be taken within a relatively short time-frame to act upon opportunities for improvement that the team identified over the course of the Program Review. Each team will report to the Department Chairs prior to the end of the subsequent fall semester on the status of its Action Plan. The reports will be summarized and presented to the President's Cabinet.

Exemptions from Program Review Process

Programs that have been accredited through a professional or specialized agency may request an exemption from the Program Review process, with the following stipulations: (a) A majority of the Program Review Committee members approve the request, (b) The program provides the Committee with a packet of information that addresses all Program Review required information, and (c) For the sake of transparency, a representative of the program attends the Program Review presentation to provide information to the NTU community highlighting their program.

Timeline

Activity	Person(s) responsible	Deadline
1. Set up folders in Google Drive	PRC chair and SL Coordinator	Oct 7 2022
2. Hold orientation for all program review teams	PRC and PR teams	Oct 14 2022
3. Upload data in PR documents	Each administrative support unit (Business Office, Career Services, Human Resources, and Institutional Research)	Nov 30 2022
4. Work on PR reports	Self-study Teams (assigned faculty)	Nov-Jan 2022-23
5. Complete initial PR reports	Each assigned PR team	Spring semester convocation
6. Hold PR hearings: each PR team presents on its findings	PRC and PR teams	Feb 8 & 9 2023
7. Produce draft summary report with recommendations	PRC	Mar 3 2023

8. Present final summary report to President's Cabinet	PRC	Mar 24 2023
9. Action Plan reports	Each Self-study Team	Dec 15 2023
10. Action Plans summary	PRC	Jan 19 2023

Appendix 1 Program Review Template

Program reviewed:
School/department:
Department Chairperson:
Self-Study Team members:
Semester/year:

Directions: This form will be posted in Weave online. 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 Self-Study Team.*

Alignment with University mission and strategic plan. *Completed by Self-Study Team. One paragraph.*

STUDENT DATA

Enrollment. *Declared majors. Completed by Institutional Research.*

Fall 2020	Fall 2021	Fall 2022

Retention. *Freshmen continuing studies into sophomore year. Completed by Institutional Research.*

Fall 2019	Fall 2020	Fall 2021

Graduates. *Completed by Institutional Research.*

AY 19-20	AY 20-21	AY 21-22

Student satisfaction. *Students' perspectives on program curriculum, student learning, course availability, advising, and overall support. Completed by Institutional Research.*

Job placement. *Employer satisfaction. Completed by Career Services.*

PROGRAM ASSESSMENT AND IMPROVEMENTS

Learning outcomes, measures, and results. *Completed by Self-Study Team.*

Program improvements based on assessment results. *Completed by Self-Study Team.*

STRENGTHS AND CHALLENGES

What are the program's strengths? *Completed by Self-Study Team.*

What opportunities exist to extend existing strengths? *Completed by Self-Study Team.*

What are the program's challenges? *Completed by Self-Study Team.*

What are plans for overcoming the challenges? *Completed by Self-Study Team.*

Describe improvements that can only be addresses through additional resources. *Completed by Self-Study Team.*

FACULTY

Faculty demographics. *Completed by Human Resources.*

	AY 19-20	AY 20-21	AY 21-22
Full-time			
Adjunct			
Total			

RECOGNITION

Faculty accomplishments. *Completed by Self-Study Team. Maximum ten items.*

Program recognition. *Completed by Self-Study Team. Maximum five items.*

COST

Program efficacy. *Total program budget divided by Student Credit Hours Generated. Completed by Business Office.*

AY 19-20	AY 20-21	AY 21-22

Sustainability. *Percentage of program funding from grants divided by University funding.*

AY 19-20	AY 20-21	AY 21-22

ACTION PLAN

Improvements plan. *Action steps with timeline for addressing program challenges identified above. Completed by Self-Study Team.*

Appendix 2 Program Review Cycle

	Prev Review	App Tch	Arts Hum	Bus	Diné Std	EMT	Sci	Grad
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2019-20

1	Automotive Tech (cert & AAS)	Sp 2017	√					
2	Admin Office Asst (cert & AAS)	Sp 2017		√				
3	Computer Science (cert & AS)	Sp 2016				√		
4	Diné Cult, Lang, & Ldr (BA & MA)	Sp 2016			√			
5	Ear Child & Multi Educ (AS & BS)	Sp 2017		√				
6	General Studies (AA)	Sp 2016		√				
7	Professional Baking (cert & AAS)	Fa 2016		√				
8	Veterinary Technology (AAS)	Sp 2016					√	

2020-21

9	Biology (BS)	Fa 2017					√	
10	Bookkeeping (cert)	Sp 2017		√				
11	Counseling (cert & AA)	Sp 2016		√				
12	Creative Writ & New Media (BFA)	Fa 2016		√				
13	Electrical Engineering (BS)	Fa 2016				√		
14	Information Tech (cert, AAS, & BS)	Fa 2017				√		
15	Textile & Weaving (cert)	Fa 2016			√			
16	Welding (cert)	Sp 2016	√					

2021-22

17	Accounting (AAS)	Sp 2017			√			
18	CDL & Heavy Equip Operator (cert)	Fa 2018	√					
19	Electrical Trades (cert)	Fa 2017	√					
20	Industrial Engineering (BS)	Sp 2018				√		
21	Navajo Transcription	Fa 2017			√			
22	New Media (BAS)	Fa 2017				√		
23	Nursing (cert)	Sp 2019					√	
24	Public Administration (AAS)	Fa 2017			√			

2022-23

25	Adv Manu Engr Tech (BAS)	Fa 2018				√		
26	Animal Science (B.S)	---					√	
27	Business Administration (BA)	---		√				
28	Culinary Arts (cert & AAS)	Sp 2018	√					
29	Env Sci & Nat Res (cert, AS, & BS)	Sp 2019					√	
30	Geo Info Tech (cert & AAS)	Fa 2016				√		
31	Hotel & Restaurant Mgmt(B.A.S.)	---	√					
32	Law Adv & Leg Asst (cert & AAS)	Sp 2019			√			
33	Mathematics (cert & AS)	Fa 2017				√		

2023-24

34	Building Info Modeling (AAS)	Sp 2017				√		
35	Chemical Engineering (AAS)	Fa 2018				√		
36	Const Technology (cert & AAS)	Fa 2018	√					
37	Energy Systems (AAS)	Sp 2019	√					
38	Engineering Technology (AAS)	Sp 2018				√		

39	Environmental Engineering (BS)	---					√		
40	Industrial Main & Operations (cert)	Fa 2017					√		
41	Law Enforcement (cert)	Fa 2017				√			
42	Management Info Systems (M.I.S.)	---							√
43	Mechanical Engineering (BS)	---					√		