

# Nueta Hidatsa Sahnish College Program Review Guide



## Vision

A dynamic presence that preserves our past and prepares us for the future

## Mission

Nueta Hidatsa Sahnish College will provide Quality Cultural, Academic, and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation

## Institutional Learning Objectives

- 1) Students will develop critical thinking skills
- 2) Students will be able to clearly communicate both orally and in writing
- 3) Students will effectively utilize quantitative reasoning, scientific methods and technology
- 4) Students will acquire intellectual concepts and dispositions that enable them to live and contribute as active and successful tribally educated participants in a diverse and global society
- 5) Students will have an awareness of emotional, mental, physical, social, and spiritual wellness

## Prologue

The Assessment Committee officially formed in 2014, and the committee adopted an annual program review process. The college initially relied on the curriculum committee to disseminate information about program review and student learning. However, the Curriculum Committee suggested the implementation of an active Assessment Committee with a chairperson. The Assessment Committee conducts annual program reviews of each program, and underperforming programs complete a three year comprehensive program review report.

## Introduction

Nueta Hidatsa Sahnish College strives to achieve continuous improvement in all endeavors. Program review is a vital component of evaluating the strengths and weaknesses of the programs NHSC devotes resources to. Each year, the assessment committee evaluates the current program review processes. The committee determines how to alleviate any weaknesses in the system, and the components are adaptable to necessary change. Currently, each program is reviewed annually. The components are scored by the assessment committee, and the results are used to determine which program requires a three year comprehensive program review. Programs scoring low, the elimination of grants, and inordinately low student counts all warrant three year comprehensive reports.

## Responsibilities

Responsibilities are distributed as follows for the Program Review process:

1. Vice President of Academic Affairs
2. Assessment Committee Chairperson
3. Assessment Committee
4. Curriculum Committee
5. Administrative Committee

## Annual Program Review Calendar for Existing Programs

May - Assessment Week

May - Annual Program Reviews due to the Vice President of Academic Affairs

September - Notification of programs scheduled for a three year comprehensive report

November - Program self-study, data analysis, planning, drafting of the report, and consultation as needed with constituencies

March 1 - Submit Completed Program Review as an electronic file to  
Assessment Committee Chair & Vice President of Academic  
Affairs

March 15 - Recommendation of Assessment Committee to the Program, Vice-  
President of Academic Affairs, and Faculty

April - Program Review Report goes to the President and NHSC Board of Trustees

### New (Potential) Program Review Calendar

New (potential) programs will be examined as they are proposed. Deadlines for the potential program review reports will be arranged with the Assessment Committee through the committee chairperson.

### Completed Program Reviews

Upon approval of the program review report at an official assessment committee meeting, a corrected final electronic copy of the report will be sent to the Vice-President of Academic Affairs and the assessment committee chairperson. This report will be submitted within one (1) week of assessment committee approval of the final report.

### Annual Program Review Report

Each program is required to complete an annual program review plan at the end of each academic year. The Academic Dean works in conjunction with the chairperson of the Assessment Committee and directors to ensure that the annual program reviews are completed before Assessment Week. The plan includes the program outcomes, measurement tools, and measurement goals. Findings, analysis of data and action or recommendations are completed and presented during assessment week in May. At the end of the year, program faculty are also

required to complete a one-page summary of their program along with completion data for their program plan and report.

### Task and Action Plans

In 2014, the Nueta Hidatsa Sahnish College Assessment Committee implemented a rubric for scoring year end reports. The rubric utilizes a rating scale of 0 - No Evidence, 1 – Emerged, 2 – Developed, and 3 –Achieved. Each program presents their assessment plan along with their End of Year Report to the Assessment Committee. An average score is compiled for each area and passed along to the Vice President of Academic Affairs.

Any programs that have a composite score below 1.5 will be notified of the Assessment Committee’s concerns in writing. Programs that score low will be required to complete the three year comprehensive program review process.

## Comprehensive Three Year Program Review Report

Programs that do not meet expectations during the annual program review process will be notified in writing. Those programs will need to complete a three year program review before a final ruling. The Comprehensive Three Year Program Review Report includes three documents: an executive summary which highlights the major aspects of the program’s review, a more comprehensive analysis and minutes for meetings which include the individuals members involved in the completion of the Program Review Report. Appendices and supporting documentation may be included if absolutely necessary. An ideal report is usually sufficient enough in scope to give the Assessment Committee an accurate picture of the program.

### **ABSTRACT (EXECUTIVE SUMMARY)**

Summarize each section of the Program Review Report. Following the summary, list the names

and titles/positions of all program members who participated in the program review and contributed to the report.

Part I: Program Description Summary

Part II. Program Self-Evaluation Summary

Part III. Program Planning Summary

## **COMPREHENSIVE ANALYSIS**

Discuss program review information in detail as outlined on the following pages.

### **Part I. Program Description**

1. Describe the Role of the Program within Nueta Hidatsa Sahnish College and the community.

- Program's Mission Statement
- Courses Offered
- Degrees and/or Certificates Offered

2. Describe the current Staff of the Program, as follows:

- Name
- Title/Position
- Classification: Full-time, Part-time, Temporary, etc.
- Number of credits taught each semester by each adjunct instructor
- Summarize Changes in Staffing (Past Five Years)
- Enrollment, success (graduation) data
- Employment data
- Number of students transitioning from a lower degree to a more advanced degree, if applicable (i.e. continuing from a certificate program to an AAS or an AA/AS program to a BS program)

4. Program Revenue: (Past Five Years or data that is available) (See VP of Academic Affairs)

- Tuition and ISC (Indian Student Count) Revenue
- Summarize Revenue Trends for the Past Five Years

5. Program Budget: (Past Five Years) (See VP of Academic Affairs)

- List annual expenditures by the program in the following categories: salaries and fringe
- If grant funded, include travel, supplies, equipment, and other (as applicable).
- Specify Grants, Additional Funding, Fundraising, etc.

6. Does the program have an advisory committee? \_\_\_\_\_ Yes \_\_\_\_\_ No

- If yes, describe the role, and list the members of the advisory committee.

## **Part II. Program Self-Evaluation**

### **A. Faculty**

1. Describe the program's ability to communicate and collaborate among all program faculty (including adjunct and pertinent faculty) and staff with such issues as curriculum design and review, state-of-the-art content, professional development activities, and program delivery.

2. Describe the program's defined schedule of observation and evaluation of adjunct faculty, assurance that instructors distinguish between personal conviction and professionally accepted views in the discipline, and confirmation that faculty are sufficient in number and training to provide effective instruction.

### **B. Student Relations**

1. Describe faculty accessibility to students (for example, through office hours, voice mail and email), appropriateness of class schedule designs that meet the needs of its student populations, availability, and demand.

2. Describe how the program employs methods and systems of instructional delivery that are appropriate to the discipline and to the educational needs of students.

3. Describe the evidence that the program's courses and programs successfully meet the learning and/or employment needs of students.

#### C. Curriculum Content, Design, Delivery

1. Describe how the curriculum and course content, design, and delivery are reviewed regularly by the program and its advisory committee, and when all course outlines have been updated (at least once since the last annual program review).

2. Describe how the program's academic courses conform in content, textbooks, and instructional methods to current disciplinary standards and are designed to meet the degree and/or general education needs of students.

3. Describe how the program systematically collects and reviews student learning outcome data for courses and programs, takes active steps to improve achievement, and reports the results to the Assessment Committee

#### D. Institutional Support

1. Does the program possess adequate facilities, equipment, and technology to maintain the effectiveness of its courses and programs (if not, explain).

2. Does the institution provide adequate student services (library services and collections, tutoring, writing lab, counseling, etc.) to maintain the effectiveness of the program's courses and programs? Please explain.

3. Does the institution support professional development activities that are adequate for faculty members to maintain and upgrade their knowledge and skills in the discipline? Please explain.

#### E. Other

1. Describe the program's contribution to other NHSC programs through its significant involvement in the general education program, its support to other college programs through service course offerings, or in other ways.
2. Describe any particularly successful aspects of the program as well as any honors, awards, or achievements earned by the program and/or its members.
3. Describe any particularly difficult obstacles, either internal or external to the institution, which influence the effectiveness of the program's courses and programs (include response to problems identified in previous program reviews or other relevant assessments, internal or external).

### **Part III. Program Planning**

A. Identify and describe any important trends in the following areas which have an effect on program goals (see below):

- Changes within the discipline of the program.
- Changes within the student population served by the program.
- Changes within the educational, social, or economic sector served by the program.
- Changes within the organizational structure and direction of the institution.
- Changes within tribal colleges.
- Changes in federal or state laws that have an effect on program functions.

B. Describe any new and revised goals and objectives for program improvement that were identified through the Program Review.

C. Identify additional resources needed to maintain and improve program quality and to reach the goals and objectives (for example: hours for part-time employees, cost of remodeling,

adjunct faculty hours, software, equipment, faculty development, etc.

## Recommendations of the Program Review Process

### **Existing Program Review:**

The review should result in a recommendation from the Assessment Committee. Program reviews will include one of the following program

recommendations:

- Maintain the Program
- Enhance the Program
- Reconfigure the Program
- Reduce the Program
- Phase-Out the Program

In addition, all program reviews except those resulting in a recommendation to phase out a program should result in specific recommendations that can improve a program and ensure that it more effectively and efficiently meets the needs of the students and community.

### **New (Potential) Review Program Review Report Review**

The proposed (New) Program Review Report is done in two steps. The first step is a feasibility study. The second step is the program itself including the degree plan and course syllabi.

The completed report includes four documents: an executive summary which highlights the major aspects of the program's review, the feasibility study (a comprehensive analysis), and the developed program including all course syllabi and degree plans. Appendices and supporting documentation may be included. An ideal report is usually sufficient enough in scope to give the Assessment Committee an accurate picture of the program.

### **ABSTRACT (EXECUTIVE SUMMARY)**

Summarize each section of the Feasibility Report. Following the summary, list the names and titles/positions of all program members who participated in the program review and contributed to the report.

## **FEASIBILITY OF PROGRAM**

Discuss program feasibility information as outlined on this page.

### 1. Rationale

- Describe the program that is being proposed
- Include any important trends which affect this proposed program
- Include benefits and limitations of implementing the program

### 2. Describe the Role of the Program within Nueta Hidatsa Sahnish College

• Program's Mission Statement : must include a description of the Program's function that relates to the NHSC Mission Statement and to the goal of achieving student learning outcomes.

- Proposed Courses
- Proposed Degrees and/or Certificates

### 3. Target Audience

- Who is the program for?
- Where would these graduates be employed (job opportunities)?
- What job opportunities are available on or near the reservation for these students after graduation? Document need for program graduates
- Recruitment Plan

### 4. Describe the staff needed for the Program, as follows

- Title/Position

- Classification: Full-time, Part-time, Temporary, etc.
- Summarize projected changes in Staffing (Next Three Years)

#### 5. Program Budget (Next Three Years)

- List a proposed annual budget for the program in the following categories: salaries (based upon the Nueta Hidatsa Sahnish College Faculty Scale), fringe (Use 25% of the salary), supplies & equipment, technology, memberships, travel

6. Identify non-financial resources needed to develop and maintain the program (for example: space, equipment, technology, reference resources, and practice sites if applicable).

### **PROGRAM DEVELOPMENT**

Once the feasibility study has been reviewed and approved by the Assessment Committee this portion of the program review is done.

#### 1. Development Timeline

- Outline a proposed schedule for implementation of the program

#### 2. Degree Plan

#### 3. Curriculum Outline

- This is an outline of the program showing when the courses would be offered
- Include all course requirements both general education and core courses
- Include a suggested sequence for student progression through the program

#### 4. Course Syllabi

- Utilizing the approved syllabus format submit completed syllabi for every course proposed for the program, include proposed textbooks

### **PROGRAM PLANNING SUMMARY**

#### 1. Student learning outcomes for the program

- Draft measurable student outcomes for the program

2. Describe how the program will assess the program effectiveness and student outcomes

## New (Potential) Program Review

Program reviews for potential programs should result in a recommendation from the Assessment

Committee. Program review will include one of the following program recommendations:

- Adopt the Program
- Enhance the Program
- Reconfigure the Program
- Program not recommended for adoption

## Appendices

Notice of Three Year Comprehensive Report.....Appendix A

Annual Program Review Template.....Appendix B

Scoring Rubric for the Annual Review Template.....Appendix C

## Appendix A

### ***Nueta Hidatsa Sahnish College***



Office of the **VICE-PRESIDENT OF ACADEMIC AFFAIRS**

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Waylon Baker, Ph.D.

Nueta Hidatsa Sahnish College

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New Town, ND 58763

Dear :

... has been selected to complete a three year comprehensive program review based on low enrollment. An imperative grant that funded ... is also coming to an end, and it is unclear if the program is sustainable at this juncture. This pivotal process will ensure that the faculty have the opportunity to explain the importance of this program to our institution. I understand that this process may be somewhat arduous, but I will assist you anyway I can. A copy of the program review guide should be online, but you can also procure a copy through my office.

The Comprehensive Three Year Program Review Report includes three documents: an executive summary which highlights the major aspects of the program's review, a more comprehensive analysis, and minutes for meetings which include the individuals members involved in the completion of the Program Review Report. Appendices and supporting documentation may be included if absolutely necessary. An ideal report is usually sufficient enough in scope to give the Assessment Committee an accurate picture of the program.

Please adhere to the following dates and deadlines. It is imperative that we follow these dates closely, because the process involves an external evaluator, administration, the president, and other constituencies. The director should be meeting with the Vice President of Academic Affairs regularly throughout this process.

- November - Program self-study, data analysis, planning, drafting of the report, and consultation as needed with constituencies
- January 15 - Program Review Report due to External Reviewer (tentative)
- January 30 - Feedback on the Program Review Report is returned to the Program by External Reviewer (tentative)
- March 1 - Submit Completed Program Review as an electronic file to Assessment Committee Chair and the Vice President of Academic Affairs
- March 15 - Recommendation of Assessment Committee to the Program, Vice-President of Academic Affairs, and Faculty
- April - Program Review Report goes to the President and Board of Trustees

At the conclusion of the process, the following actions may be taken:

- Maintain the Program
- Enhance the Program
- Reconfigure the Program
- Reduce the Program
- Phase-Out the Program

Your compliance with this process is crucial to the continuation of this program. Please feel free to contact me with any questions and concerns throughout the process. I have every confidence in the faculty's ability to complete a thorough and compelling review.

Sincerely,

Waylon Clyde Baker, Ph.D.  
Vice President of Academic Affairs  
Nueta Hidatsa Sahnish College

## Appendix B

### NUETA HIDATSA SAHNISH COLLEGE PROGRAM REVIEW GUIDE ANNUAL TEMPLATE

#### Summary Page

Review of Program's Mission	Program's Mission	Changes to Program's Mission (If Any)
Is Program Mission consistent with FBCC Mission?	Explain:	
Does the Program remain consistent with academic and professional standards within discipline?	Explain:	
Review of Program's Program of Study	Program's Program of Study: Please attach.	Changes to Program of Study (If Needed)
Review of Program's Assessment Data	Program's Assessment Data: Please attach.	Assessment Data recommendations of improving student learning outcomes (If Any)
Review of Program's Student Learning Outcomes	Program's Student Learning Outcomes:	Change in Program's Student Learning Outcomes (If Any)

#### **1. Mission, Student Learning Outcomes and Program of Study**

A. Mission:

B. Student Learning Outcomes

SLO #1

SLO #2

SLO #3

SLO #4

C. Program of Study (Please attach to this section.)

**2. Description of the Academic Program and Syllabi**

- A. Provide a catalog description of the Academic Program (Attach if necessary)
- B. Provide a syllabi for each required course. Please attach.
- C. Provide Capstone Syllabi. Please attach.
- D. List all course in the course catalog that have not been offered in the last three years.

**3. Outcomes Assessment Plan**

4.

- A. Describe the multiple methods that will be used to assess the Student Learning Outcomes.



H. Provide any data from employers (if applicable).

**5. Rubrics and other tools, Final Exams**

A. Provide copies of all rubrics used in the program.

B. If there are any other tools used (e.g. checklists, dispositions, etc.), please describe or provide copies and attach.

C. Provide a copy of final examinations, projects, papers for all mandatory or high-frequency courses.

**6. Statistical Data-Provide statistical trend data on the academic program for the last four years.**

A. Enrollment Headcount Tribal/Other

B. Number of transfer and graduates Tribal/Other

C. Average time to graduation

D. Number of Faculty at the time of review

E. Number of adjunct faculty and total number of sections taught during the fall semester before the review.

F. List of all sites where courses are held.

G. Percentage of core courses that require a paper of seven pages or longer.

**7. Discussion of Trends**

A. Provide a narrative explanation of the significant trends in any of the fields found in #5, Statistical Data.

## **8. Faculty**

- A. Provide a roster of faculty, including their titles and courses they've taught over the last three years.
- B. Provide resumes for all faculty.

## **9. Students**

- A. Include a description of the academic profile of the students served and consideration of whether or not they reflect the diversity of the student body as a whole.
- B. Include any other survey data gathered from students, including but not limited to SGID, etc.
- C. List any student-related groups that supported the program (e.g. AISES, Heart Society, etc.)

## **10. Degree Criteria and Requirements**

- A. Provide a copy of the latest Program of Study
- B. List the admission requirements (if any). Provide a rationale.

- C. If necessary, discuss any changes or possible changes to any of the above.

### **11. Nontraditional Course Delivery**

- A. List any courses using nontraditional methods of instructional delivery (online, hybrid)
  
- B. List any courses under consideration for online or hybrid.
  
- C. List the assessment procedures used to monitor the quality of instruction in these courses.

### **12. Accreditation Organizations**

- A. Specify professional accreditation organizations which the program may be subject (e.g. NCATE, etc.). For each accreditation organization, list the last date (s) of their visit.

### **13. Summary and Recommendations**

- A. Summarize the main elements in the current review and curricular (and other related) changes proposed as a result of this review.

14. **Additional Resources Needed-Indicate what needed** resources are needed the next three years in:

A. Enhance the current program

B. Preserve the strengths of the current program

C. Address the weaknesses in the program identified in the review

D. Address any technological impacts on the discipline

E. Address any material needs for the program.

