

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

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**PROCEDURE TITLE:** INSTRUCTIONAL PROGRAM EVALUATION

**BASED ON POLICY:** 3-1-316

**REVISION NUMBER:** 2

**OFFICE OF RESPONSIBILITY:** ACADEMIC AFFAIRS

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\_\_\_\_\_  
**PRESIDENT**

August 21, 2012  
\_\_\_\_\_  
**DATE**

### PURPOSE

The Technical College of the Lowcountry offers educational programs that serve the needs of business, industry, and the community within the limits of existing resources. In the interest of effective operation, the College recognizes the importance of continuous program review and evaluation as part of the institutional planning process.

Compatibility of institutional programming with the mission, goals and values of the College is supported through an annual program of institutional evaluation of all degree, diploma, and certificate program offerings in accordance with State guidelines promulgated by the South Carolina Technical College System.

### CRITERIA FOR PROGRAM EVALUATION

Evaluation criteria in the annual instructional program evaluation process are provided in the following table. Productivity for all approved degree, diploma, and certificate programs is measured in quantitative terms (enrollment, number of graduates, and placement) on an annual basis in accordance with guidelines from the South Carolina Technical College System. Annual reports are provided to the South Carolina Technical College System. All programs are expected to meet or exceed the minimum criteria and standards and receive a "good" status.

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Evaluation Criteria	Measurement
Degrees, diplomas or certificates granted	<ul style="list-style-type: none"> <li><input type="checkbox"/> Number of graduates for the academic year and preceding three-year period will be evaluated on an annual basis.</li> <li><input type="checkbox"/> Each diploma or degree program must produce six graduates during the evaluation year or an average of six graduates over the most recent three-year period.</li> <li><input type="checkbox"/> Each division will also monitor a listing of the graduates by semester for each program.</li> </ul>
Students served by the program	<ul style="list-style-type: none"> <li><input type="checkbox"/> Head count and full-time equivalency (FTE) numbers of students enrolled in the program will be evaluated on an annual basis.</li> <li><input type="checkbox"/> Each associate degree program must have enrolled 16 students who generated 12 FTEs in the most recent fall semester.</li> <li><input type="checkbox"/> Each diploma program must have enrolled at least 12 students who generated 9 FTEs in the most recent fall semester.</li> <li><input type="checkbox"/> Each certificate program must demonstrate student enrollment within a consecutive three-year period.</li> </ul>
Budgetary considerations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resource evaluation for equipment, space, faculty, and supplies</li> <li><input type="checkbox"/> Budget preparation related to program needs and cost-effectiveness of program</li> <li><input type="checkbox"/> Student credit hours produced each semester</li> </ul>
Faculty considerations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Availability of qualified full-time and adjunct faculty to support the program.</li> <li><input type="checkbox"/> Ability to retain and hire qualified faculty to support the program.</li> <li><input type="checkbox"/> Availability of at least one full-time faculty member for each program/major.</li> </ul>
Placement of students following graduation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Students will be asked to report job placement and/or transfer/advanced education plans as a part of the application for graduation process.</li> <li><input type="checkbox"/> Fifty percent of the graduates must be placed on a job related to their education or continuing their education on a full-time basis.</li> <li><input type="checkbox"/> Graduates who are deceased, disabled or are not actively seeking employment are excluded from the job placement criteria.</li> </ul>
Availability of similar programs at other institutions	<ul style="list-style-type: none"> <li><input type="checkbox"/> A program that fails to meet one or more of these criteria should be evaluated for feasibility and cost effectiveness with due consideration given to accessibility of other readily available programs in the region</li> </ul>
Economic climate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identification of current and predicted needs of business/industry</li> <li><input type="checkbox"/> Incorporation of Program Advisory Committee recommendations in program planning and evaluation</li> <li><input type="checkbox"/> Employer surveys</li> </ul>
External evaluations and/or reporting requirements	<ul style="list-style-type: none"> <li><input type="checkbox"/> State approvals for selected programs: ADN, Cosmetology, PN</li> <li><input type="checkbox"/> National accrediting agencies: ACBSP, NLNAC, JCERT,CAAHEP, CAPTE, NAEYC, COMTA</li> <li><input type="checkbox"/> National approvals for selected programs: ABA</li> </ul>
TCL Program Review Cycle	<ul style="list-style-type: none"> <li><input type="checkbox"/> All curriculum programs follow the TCL three year cycle of review .</li> </ul>

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### ACTIONS

Following the annual review of individual programs, one of four actions will be taken:

1. Continuation: Continue the program with a focus on maintenance of quality and cost effectiveness.
2. Probation: South Carolina Technical College System requirement for placement of the program on probation for a minimum of one year with institution of follow-up actions by the College for in-depth analysis of deficiencies, correction of identified areas, and removal of probationary status.
3. Suspension: Program suspension indicates that the program offering should be interrupted but that there is reason to believe that the program might be resumed in the foreseeable future.
4. Termination: Program termination or cancellation indicates that the program should be permanently discontinued and that there is no reason to believe that the program will be offered again.

Technical College of the Lowcountry Commission approval is required for the suspension or cancellation of any instructional certificate, diploma, or degree program.

Program suspension will result in the following actions:

- a. Halting the acceptance of curriculum students into this program.
- b. Discontinuing the offering of courses unique to the program, i.e. courses in which there is no participation by students in other programs. Consideration will be given to courses which though normally identified with a given curriculum, represent required courses in related programs and/or which are attended by students in other programs to earn elective credits. Attention will also be given to courses for students already in the program. Such courses may be offered one more time to clear the "pipeline" of students.

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- c. Notifying all necessary individuals and organizational units including admissions, recruiters, public information officers, advisory committee members and others.
- d. When a program is suspended, the institution continues to be authorized to offer the program, and may do so by notifying the South Carolina Technical College System when it wishes to resume that program.

Program cancellation will result in the following actions:

- a. Halting acceptance of students into the program.
- b. Discontinuing offering courses unique to the program.
- c. Notifying all necessary individuals and organizational units including admissions, recruiters, public information officers, advisory committee members and others.
- d. Making specific provisions for the release or transfer to another college of all faculty members who will be affected by the cancellation of the program.
- e. Arranging for the transfer of state-owned equipment no longer needed to the South Carolina Technical College System's warehouse.
- f. Purging references to the program from all future documents such as the catalog, program listings, and brochures.

If a student is enrolled in a curriculum and terminates enrollment without earning the completion award, and if that curriculum is subsequently cancelled, and if at a later date the student seeks to complete the course of study and earn the award, then the following considerations must be met. The student must petition the Vice President for Academic Affairs (VPAA) to complete the course of study and earn the award. The VPAA must determine if the award is warranted and feasible, based on availability of curricular offerings and enrollment lapse for currency of content and cancellation status at the State level. If the VPAA finds merit in the student's petition, the College will request approval from the South Carolina Technical College System's Executive Director to allow the student to complete the original course of study and earn the original award. If the student's petition for the pursuit of the original award is not feasible, the student will be provided academic advisement for an alternate course of studies or transfer options.