

# CENTRAL VIRGINIA COMMUNITY COLLEGE

## PROGRAM REVIEW CHECKLIST



**College:** Central Virginia Community College

**Example:** Structured Program Review Checklist

**Target Audience:** Faculty

**Submitted by:** Kris Ogden

Dean, Institutional Effectiveness and Strategic Planning

### **Background:**

CVCC kicked off the 2016-17 academic year with a project that involved the complete review of every academic program within their annual assessment process. As part of that process they conducted audits and analysis which revealed many important simple modifications to their programs of study. These modifications will become effective Fall 2017 and will be conveyed broadly at the launch of CVCC's redesigned website to coincide with the Fall 2017 enrollment kick-off.

### **Structured Program Tool:**

To help faculty refine their structured program maps, CVCC developed a program checklist in compliance with SACSCOC, SCHEV, and VCCS requirements. Utilizing the checklist has helped faculty identify extraneous credits and "stack" credentials within programs. This has led to sequencing courses for students to identify academic milestones within the program pathway. In addition, CVCC created meta-major categories and every program now includes an improved program description and is mapped and under review in a new "pathway" template with stackable credentials (when applicable).

# CENTRAL VIRGINIA COMMUNITY COLLEGE PROGRAM REVIEW CHECKLIST



## AA&S DEGREES

Does your program...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Include one course in English Composition?		
Include 1-2 hours of Personal Development Courses? A one-credit SDV 100, 101, or 108 course is required for AAS students within the first 15 hours of enrollment?		
Include all college-level course prerequisites in the total credits required?		
Ensure that students are able to demonstrate college entry-level computer skills necessary for academic success and discipline-specific skills necessary for successful employment?		
Include additional 3 hours of Communication?		
Include 6 hours of Humanities/Fine Arts Electives?		
Include 9 hours of social/behavioral sciences?		
Include 7-8 hours of natural science?		
Include 6 hours of mathematics?		
Include 34-35 hours of general education?		
Contain a minimum of 23 and a maximum of 28 hours of transferable program specific courses?		
Total a minimum of 60 and a maximum of 63 credit hours?		
Have a certificate or career studies certificate that represents a pathway to this AA&S degree?		

## AS DEGREES

Does your program...	Yes	No
Include one course in English Composition?		
Include 1-2 hours of Personal Development Courses? A one-credit SDV 100, 101, or 108 course is required for AS students within the first 15 hours of enrollment.		
Include all college-level course prerequisites in the total credits required?		
Ensure that students are able to demonstrate college entry-level computer skills necessary for academic success and discipline-specific skills necessary for successful employment?		
Include additional 3 hours of Communication?		
Include 6 hours of Humanities/Fine Arts Electives?		
Include 9 hours of social/behavioral sciences?		
Include 7-8 hours of natural science?		
Include 6 hours of mathematics?		
Include 34-35 hours of general education?		
Contain a minimum of 23 and a maximum of 28 hours of transferable program specific courses?		
Total a minimum of 60 and a maximum of 63 (70 for Engineering) credit hours?		
Have a certificate or career studies certificate that represents a pathway to this AS degree?		

## AAS DEGREES

Does your program...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Include one course in English Composition?		
Include 1-2 hours of Personal Development Courses? A one-credit SDV 100, 101, or 108 course is required for AS students within the first 15 hours of enrollment?		
Include all college-level course prerequisites in the total credits required?		
Ensure that students are able to demonstrate college entry-level computer skills necessary for academic success and discipline-specific skills necessary for successful employment?		
Include additional 3 hours of Communication (optional)?		
Include 3-6 hours of Humanities/Fine Arts Electives?		
Include 3-6 hours of social/behavioral sciences?		
Include 3-6 hours of a math or natural science?		
Include a minimum of 15 hours of general education?		
Contain a minimum of 43 and a maximum of 53 hours of program specific courses?		
Total a minimum of 60 and a maximum of 69 (72 for Health Sciences) credit hours?		
Have a certificate or career studies certificate that represents a pathway to this AAS degree?		

## DIPLOMAS

Does your program...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Include 1 three credit hour English course?		
Include SDV 100, 101, or 108 course which is required for diploma students within the first 15 hours of enrollment?		
Total a minimum of 60 and a maximum of 72 credit hours?		
Include 15% of total credit hours in general education?		
Include all college-level course prerequisites in the total credits required?		
Have a certificate or career studies certificate that represents a pathway to this Diploma?		

## CERTIFICATE

Does your program...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Include 1 three credit hour English course?		
Total a minimum of 30 credit hours?		
Include SDV 100, 101, or 108 course which is required for certificate students within the first 15 hours of enrollment?		
Include 15% of total credit hours in general education?		
Include all college-level course prerequisites in the total credits required?		
Represent a pathway to an associate's degree or diploma program with all courses mapping directly to the associate degree? This is what creates the stackable credential.		

## CAREER STUDIES CERTIFICATE

Does your program...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Include 9- 29 credit hours? A program is ineligible for financial aid in most cases if it includes fewer than 16 credit hours.		
Include all college-level course prerequisites in the total credits required?		
Represent a pathway to an associate's degree or diploma program with all courses mapping directly to that program?		