

SECTION: Instructional  
 SUBJECT: Program Review Policy  
 SOURCE REFERENCE: BOT Policy 703.01

NUMBER: J/1.13

## Program Review Policy

### Purpose

In accordance with Alabama Community College System Policy 703.01, Instructional Quality, and in order to assure that every program at Gadsden State Community College offers high-quality instruction and services to students, the Program Review Committee will conduct a thorough review of each program at least once every five years.

### Policy

All programs will undergo a rigorous and systematic review at least once every five years as scheduled by the Chair of the Program Review Committee.

### Procedure

Activity	Time Frame	Responsible Person
The Committee will meet and organize reviews for the preceding academic year: determine review teams, set schedules, etc.	By September 30	Committee Chair
Reviews will be conducted, and Review Reports will be completed and approved by the Program Review Committee. Once approved, the reports will be submitted to the Division Chairs.	By the first Monday in December	Program Review Team
Action plans will be prepared.	January and February	Program Leader and Division Chair
Review Reports and Action Plans will be submitted to and approved by the dean.	By the first Monday in March	Division Chair
Review Reports and Action Plans will be submitted to and approved by the IE Office. Once approved, documents will be submitted to the president.	By the first Monday in April	Dean
A follow-up report explaining the "Use of Results" will be submitted to the appropriate dean.	First Monday in October of the following year	Division Chair
A follow-up report explaining the "Use of Results" will be forwarded to the president and IE Office.	First Monday in November of the following year	Dean