

## Instructional Programme Review Recommendations 2017 – 2018

The last formal documented report of the Abbreviated Programme Reviews submitted by each respective Head of Department was conducted in 2013 for the academic year of 2012 – 2013. Dr. Patricia Johnson completed an Abbreviated Programme Review for the entire set of Academic offerings from 2011 – 2016 in October of 2016.

Based on the information from the reviews (distributed in November of 2016) and the established criteria for Programme review it is recommended that the following Programmes be reviewed in 2017 – 2018: **Business Administration, Food and Beverage Management, Hotel Management, General Science, Natural Science, Human Services, General Studies Education, and Culinary Arts**. I have attached the information from the APR for each Programme as the rationale for each proposed review Based of the measurements/criteria for review.

### Market Conditions

- a) In the absence of labour market statistics, projected job openings for 2016 (to date) are estimated using the Classifieds – Help Wanted section of one or more local newspaper (particularly the BVI Beacon newspaper).
- b) The **average salaries** is estimated using information obtained from the Government's Department of Human Resources and the salary grades and salary scales from the 2015 Budget. Persons with an Associate Degree normally fall within the 5 – 8 salary scales.

### Student Enrolment

**Programme enrolment** is represented by the total number of students enrolled in a program on census day of the Fall semester. This information is separated by Associate degree and Certificate of Achievement (if applicable) enrollees. The source of the information is the College's Office of Planning and Institutional Effectiveness (PIE).

### Resources

- a) The **total current faculty** is determined using the Course Section Listing (down-loaded from SONIS) and the individual program requirements as outlined in the most recent catalogue (2016). Faculty are distributed among programs based on the courses they teach. For example, Faculty A teaches course B which is a requirement for four programs. Faculty A is distributed

equally among the four programs with each program receiving 0.25 faculty. The total faculty count for each program is calculated by summing the faculty allotted to each course within the program.

- b) **Programme cost** is determined by distributing course credits across programs and dividing up the Department's total budget proportionally among the programs based on each program's total credit hours for the semester. The program cost per student is calculated by dividing the program cost by the number of students enrolled in the program. Only Associate degree programs are used in the calculation. Fiscal Services provided the Department Budget information. Proposed and not actual budgets are used in the calculation.
- c) **Faculty cost** is determined by distributing course credits across programs and dividing up the Department's Faculty budget proportionally among the programs based on each program's total credit hours for the semester. The faculty cost per student is calculated by dividing the faculty cost by the number of students enrolled in the program. Only Associate degree programs are used in the calculation.

#### **Student Outcomes: Graduation and Employment Data**

- a) **Total awards granted** is the total number of graduates over a 5-year period (2011-2015). This information is separated by Associate degree and Certificate of Achievement (if applicable). The source of the information is the Office of Planning and Institutional Effectiveness (PIE).
- b) In the absence of alumni data, the **total transfers to 4-year schools** is estimated based on requests for transcripts. This information is separated by completers and non-completers. The source of the information is SONIS.
- c) In the absence of **employment data** that would normally be based on the results of regularly scheduled (3 year) follow-up of graduates in the workforce, this section is not completed.

**INSTRUCTIONAL PROGRAMME VIABILITY & QUALITY REVIEW RESULTS**

ASSESSMENT INDICATORS/ CRITERIA FOR REVIEW	INSTRUCTIONAL PROGRAMMES		
	Business Administration	Food & Beverage Management	Hotel Management
Year Started	CA 2004/ AS 2008	2004	1993
Award Offered	AS (for transfer)& CA	AS	AS
Last Curriculum review (year)	AS: 2013, CA: 2015	2014	2010
Advisory Committee	No	No	Yes (informal-active)
<b>Market Conditions:</b>			
Projected Job Openings (2016)	4	16	12
Average Salaries			
High	\$42,000	\$37,000	\$37,000
Medium	\$30,000	\$30,000	\$30,000
Low	\$21,000	\$25,000	\$25,000
Job Availability (2-5 years)	Fair	Good	Good
<b>Student Demand</b>			
Enrolment (Fall 2011- Fall 2015)	AS: 72 to 83 CA: 10 to 9	14 to 13	26 to 23
Enrolment Trend (Fall 2011- Fall 2015)	AS: +11 (up 15%) CA: -1 (down 10%)	-1 (down 7 %)	-3 (down 12%)
Enrolment Headcount (Fall 2016)	AS: 77 (down 7%) CA: 11 (up 22%)	9 (down 31%)	17 (down 26%)
<b>Quality Indicators</b>			
Awards/Recognition	-	Member National Society of Minorities in Hospitality	Member National Society of Minorities in Hospitality
Accreditation Status 18+ grad/prof. hrs in field	NA	NA	NA
<b>Resource Inputs</b>			
Total Current Faculty (Fall 2016)	2.6	2.4	4.4
Full-time	0.4	0.8	0.8
Part-time	0.1	0	0
Adjunct	1.6	1.6	3.6
On Leave	0.5	0	0
Program Cost per Student (Fall 2011-2015)	\$245 to \$241 (down 2%)	\$1,284 to \$2,252 (up 75%)	\$803 to \$1,188 (up 48%)
Faculty Cost per Student (Fall 2011-2015)	\$231 to \$225 (down 3%)	\$1,212 to \$2,101(up 73%)	\$758 to \$1,108 (up 46%)
<b>Student Outcomes</b>			
Total Awards Granted (2011-2015)	178	12	22
AA/AS	160	12	22
Certificate-Achievement	18	NA	NA
Pass rate on professional exams	NA	NA	NA
Total Transfers to 4 Year Schools (requests for transcripts 2011-2015)	81	5	14
Completers	69	5	10
Non-completers	12	0	4
Recommendation:	( ) Continue without modifications ( ) Continue with modifications ( ) Consolidate with another program ( ) Probation for fixed time period ( ) Suspend ( ) Discontinue Notes:	( ) Continue without modifications ( ) Continue with modifications ( ) Consolidate with another program ( ) Probation for fixed time period ( ) Suspend ( ) Discontinue Notes:	( ) Continue without modifications ( ) Continue with modifications ( ) Consolidate with another program ( ) Probation for fixed time period ( ) Suspend ( ) Discontinue Notes:

**INSTRUCTIONAL PROGRAMMES VIABILITY & QUALITY REVIEW SUMMARY**

ASSESSMENT INDICATORS /CRITERIA FOR REVIEW	INSTRUCTIONAL PROGRAMMES		
	General Science	Natural Science	Human Services
Year Started	1998	1998	2002
Award Offered	AS	AS	AS & CA
Last Curriculum review (year)	-	2016	-
Advisory Committee	Yes (active)	Yes (active)	No
<b>Market Conditions:</b>			
Projected Job Openings (2016)	-	-	-
Average Salaries			
High	\$38,000	\$38,000	\$38,000
Medium	\$29,000	\$29,000	\$29,000
Low	\$21,000	\$21,000	\$21,000
Job Availability (2-5 years)	Fair	Fair	Fair
<b>Student Demand</b>			
Enrolment (Fall 2011-2015)	62 to 45	40 to 43	AS: 48 to 51 CA: 9 to 1
Enrolment Trend (Fall 2011-2015)	-17 (down 27%)	+3 (up 8%)	AS: +3 (up 6%) CA: -8 (down 89%)
Enrolment Headcount (Fall 2016)	42 (down 7%)	34 (down 21%)	AS: 40 (down 22%) CA: 4 (up 300%)
<b>Quality Indicators</b>			
Awards/Recognition	-	-	-
Accreditation Status 18+ grad/prof. hrs in field	NA	NA	NA
<b>Resource Inputs</b>			
Total Current Faculty (Fall 2016)	1.3	1.3	4.6
Full-time	1.3	1.3	1.0
Part-time	0	0	0
Adjunct	0	0	3.6
On leave	0	0	0
Program cost per student (Fall 2011-2015)	\$830 to \$901 (up 9%)	\$1,037 to \$837(down 17%)	\$846 to \$716 (down 15%)
Faculty cost per student (Fall 2011-2015)	\$777 to \$825 (up 6%)	\$971 to \$784 (down 19%)	\$832 to \$705 (down 15%)
<b>Student Outcomes</b>			
Total Awards Granted (2011-2015)	42	19	82
AA/AS	42	19	80
Certificate-Achievement	NA	NA	2
Pass rate on professional exams	NA	NA	NA
Total Transfers to 4-Year Schools (requests for transcripts 2011-2015)	42	21	45
Completers	33	11	39
Non-completers	9	10	6
<b>Recommendation:</b>	<input type="checkbox"/> Continue without modifications <input type="checkbox"/> Continue with modifications <input type="checkbox"/> Consolidate with another program <input type="checkbox"/> Probation for fixed time period <input type="checkbox"/> Suspend <input type="checkbox"/> Discontinue Notes:	<input type="checkbox"/> Continue without modifications <input type="checkbox"/> Continue with modifications <input type="checkbox"/> Consolidate with another program <input type="checkbox"/> Probation for fixed time period <input type="checkbox"/> Suspend <input type="checkbox"/> Discontinue Notes:	<input type="checkbox"/> Continue without modifications <input type="checkbox"/> Continue with modifications <input type="checkbox"/> Consolidate with another program <input type="checkbox"/> Probation for fixed time period <input type="checkbox"/> Suspend <input type="checkbox"/> Discontinue Notes:

**ACADEMIC PROGRAMMES VIABILITY & QUALITY REVIEW SUMMARY**

ASSESSMENT INDICATORS/CRITERIA FOR REVIEW	INSTRUCTIONAL PROGRAMMES	
	General Studies Education	Culinary Arts
Year Started	2002	2012
Award Offered	AA	AS
Last Curriculum review (year)	-	-
Advisory Committee	Yes (inactive)	Yes (inactive)
<b>Market Conditions:</b>		
Projected Job Openings (2016)	-	74
Average Salaries		
High	\$33,000	\$36,000
Medium	\$27,000	\$24,000
Low	\$21,000	\$17,000
Job Availability (2-5 years)	Good	Excellent
<b>Student Demand</b>		
Enrolment (Fall 2011-2015)	2 to 5	8 to 21
Enrolment Trend (Fall 2011-2015)	+3 (up 150%)	+13 (up 162%)
Enrolment Headcount (Fall 2016)	9 (up 80%)	14 (down 33%)
<b>Quality Indicators</b>		
Awards/Recognition	-	-
Accreditation Status 18+ grad/prof. hrs in field	NA	NA
<b>Resource Inputs</b>		
Total Current Faculty Fall 2016)	0.2	4
Full-time	0.2	2
Part-time	0	1
Adjunct	0	1
On leave	0	0
Program cost per student (Fall 2011-2015)	\$20,765 to \$4,651 (down 78%)	\$14,485 to \$8,729 (down 40%)
Faculty cost per student (Fall 2011-2015)	\$18,637 to \$4,477 (down 76%)	\$8,810 to \$6,619 (down 25%)
<b>Student Outcomes</b>		
Total Awards Granted (2011-2015)	19	9
AA/AS	19	9
Certificate-Achievement	NA	NA
Pass rate on professional exams	NA	NA
Total Transfers to 4 Year Schools (requests for transcripts 2011-2015)	6	4
Completers	3	2
Non-completers	3	2
<b>Recommendation:</b>	<input type="checkbox"/> Continue without modifications <input type="checkbox"/> Continue with modifications <input type="checkbox"/> Consolidate with another program <input type="checkbox"/> Probation for fixed time period <input type="checkbox"/> Suspend <input type="checkbox"/> Discontinue Notes:	<input type="checkbox"/> Continue without modifications <input type="checkbox"/> Continue with modifications <input type="checkbox"/> Consolidate with another program <input type="checkbox"/> Probation for fixed time period <input type="checkbox"/> Suspend <input type="checkbox"/> Discontinue Notes:

References:

Johnson, Patricia. **Viability and Quality Review of Instructional Programmes (2011-2016).**