

**Mohawk Valley Community College
Recommendations, Actions, and Responses
PROGRAM DEVELOPMENT DESIGN TEAM**

Program Development General Recommendations

- All forms should be developed and processed electronically for consistency and ease of process
- The process should be “transparent”, which allows for a program to be easily viewed electronically during any step in the process
- The format of any forms/process should align with SUNY System Administration’s both with respect to format and process for expediency. *All applicable forms should be tied to SUNY Program Proposal so that all required information is gathered at the start of the process rather than causing further delays*
- Training should be offered to faculty and staff through a mechanism such as an Employee Enrichment Institute or other workshop to familiarize the responsible parties in this program development process. This training may need to be mandatory based on the scope of work and experience of the faculty member.
- Input from CCED should be incorporated when appropriate.

Actions-The electronic process is on the APROAC To-Do list. We anticipate this recommendation will be implemented in 2011-12. Once that is in place, the recommendations will be implemented. CCED and LAA are working closely together to create pathways for students and to communicate opportunities for support and collaboration. As an example, the new role of Coordinator of Health-Related Careers will help the two areas of the college to align and develop scaffold-programming to help students reach goals and to provide the community with needed health care practitioners.

New Program Recommendations

- A Needs Assessment Analysis should be completed before any new program is proposed. The assessment should include community need, congruence with Mission/Vision/Strategic Plan.
- Communication of the intent to move forward with new program development should be communicated with the VPLAA so that resource allocation can be made in a timely fashion in the budget process.
- A Program Development Liaison should be appointed and trained in process and in curriculum development to oversee the project. The Design Team also recommends that this be compensated work.

- All steps of the New Program Development Process should be clearly identified, communicated and followed and with designated oversight by a Coordinator of Program Development.

Actions-All new program proposals are now following the recommended analysis steps. We are using EMSI software for analysis of needs and also are in discussion with CCED to incorporate local feedback. We are also engaging our Assessment Liaison and our Director of Academic Systems at the beginning of the process to guide the process.

Continuous Assessment/Improvement of Existing Programs Recommendations

- A new position, Program/Process Review/Assessment expert, be created, responsible for aspects of the Program Development Process, to include teaching vital Curriculum Development training. Position would also be responsible for tracking programs through the stages of development, assessment, and deletion. They also would be responsible for developing and maintaining Curriculum Development Modules (based on Performance-Based Teacher Education Modules: Category A - Program Planning, Development, and Evaluation). They also are responsible for conducting bi-yearly training in Program Development.

Actions-Although a new position is not likely to be created in the immediate future, aspects of this recommendation have been addressed in more focused responsibilities of the Assessment Coordinator and the Director of Academic Systems. Further, Linda Suskie, Middle States Assessment Expert, was brought to campus for college-wide training on aspects of this process.

- APR Packet and Committee Revisions are needed

Action-Dean Team membership on the committee has brought forward major action on addressing APR completion. Since SUNY has recently changed their requirements in this arena, revision of information sought for packet completion has not yet been completed.

Elimination of Obsolete Programs Recommendations

- If a program is being recommended for discontinuance then a *Discontinuance Analysis* needs to be completed and documented appropriately. (Recommendations for consideration of program discontinuance should be generated by the revised APR Committee.)

Actions-In beginning this process, it was discovered that a number of programs had been identified for discontinuance, but had not been followed through the full process. The Assessment Coordinator and the Director of Academic Systems have addressed these ‘stalled’ actions this year by creating a list of those ‘limbo’ programs and by beginning the necessary steps to removing the programs from our official list of SUNY-registered programs.

