

<b>Non-Academic Program Review Policy</b>	Policy Number	10.3
	Effective Date	TBD

**1.0 POLICY & PURPOSE**

It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to ensure that the College regularly engages in practices designed to foster the continuous improvement of its programs, services and processes. More specifically, the Board desires mechanisms that encourage non-academic programs to achieve and maintain their excellence through comprehensive assessment of programmatic efficacy and strategic planning for the future. Non-academic program review shall be the primary mechanism to assess program quality, strengthen attainment of program objectives, encourage resiliency, and facilitate continuous program improvement, while advancing growing alignment and integration of processes.

Therefore, the purpose of this policy is to direct the President to establish a formal process for the review of the College’s non-academic programs. Further, this process should accomplish the following objectives. Program review should:

- A. Generate meaningful knowledge about how well non-academic programs are contributing to the attainment of the College’s mission;
- B. Provide for regular evaluation of each designated non-academic program with enough frequency to establish a cycle of planning and assessment for continuous improvement;
- C. Incorporate objective input, process, and outcomes components to provide a holistic perspective of programs’ current efficacy and guide planning for improvement; and
- D. Lead to the development of actionable and appropriate plans for program improvement.


Annually, the results of the current year’s program reviews should be provided to the Board of Trustees in enough detail to demonstrate the process for non-academic program review meets these objectives.

**2.0 REVISION HISTORY**

Adopted on: TBD

**3.0 PERSONS AFFECTED**

This policy applies to all staff, executive employees, students, and other entities affiliated with LCCC.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Kim Bender, Institutional Effectiveness Associate Vice President	4/14/15
Ratified by College Council	Chad Marley, College Council Co-chair	5/22/15
Approval by President (Signature)		5/22/15
Approval by Trustees (Signature)		