Instructions for use:

Please download this form to your computer to complete. Completed forms are to be uploaded to Teams NHTI Governance Team> Curriculum Portfolio Review (CPR). Please name file as: *Department-Program-2024.*

If data is not attainable, you should document this as data unavailable and share the reason.

Gary and Marsha will provide information to community on highlighted data points.

Related associate's degree and certificate programs should be completed on one form, separating data as appropriate (i.e. radiation therapy associate's and certificate programs).

If there are multiple tracks of a degree, please include them on one form, separating data as appropriate.

Program Assessment

A. Student Performance and Satisfaction **Guiding Question: Are we meeting students where they are, and are students achieving their goals?** **Rationale: The mission of NHTI, promotion of student success**			
Criteria	**Collection/ Analysis Strategy**	**7-Year Data Results**	**Analysis and Comments**
1. Student Demand *(Enrollment/ enrollment capacity/ applicants for academic year)*		2017: 2018: 2019: 2020: 2021: 2022: 2023:	
2. Student advising/ Onramp/ offramp opportunities *(Describe your advising structure, who advises students in the Department/Advising Center, are courses offered in alignment with degree requirements)*			

3. Student support *(Coaching/ tutoring/ open lab)*			
4. Conferral/ graduation rate			
5. Time to completion within program *(6-year completion rate)*			
6. Post graduation outcomes *(Wages, transfer statistics, licensure, job placement rates)*			
Student Performance and Satisfaction			
Section Analysis:			
Action plan based on analysis:			
B. Institutional Relationships **Guiding Question: Are we meeting workforce and community needs?** **Rationale: Aligning with NHTI mission statement**			
Criteria	**Collection/ Analysis Strategy**	**7-Year Data Results**	**Analysis and Comments**
1. Collaboratives and consortiums *(Community relationships)*		2017: 2018: 2019: 2020: 2021: 2022: 2023:	
2. Describe industry needs and support and/or advisory board structure. *(Advisory board members, meeting frequency, meeting minutes, or a plan in place to establish/re-established)*			

3. Program Impact on community/ region/ state *(Employer survey or list strengths & weaknesses, is this the only program offered*)			
4. Articulation agreements/ transferability of program/courses			
5. List CCSNH colleges with duplicate program *(Impact it has on your program)*			

Institutional Relationships			
Section Analysis:			
Action plan based on analysis:			
C. Resources **Guiding Question: What is the financial sustainability of the program?** **Rationale: Program efficiencies**			
Criteria	**Collection/ Analysis Strategy**	**7-Year Data Results**	**Analysis and Comments**
1. Faculty to student ratio *(Average for department)*		2017: 2018: 2019: 2020: 2021: 2022: 2023:	
2. Support staff *(Work study, administrative assistant, note if shared)*			
3. External funding *(Grants, donations, Perkins funding, etc.)*			

4. Established resources *(Capital, existing equipment)*			
5. Operating Cost *(Maintenance, expendables)*			
6. Additional resources needed to support or grow program *(Marketing, equipment, staff, faculty, grant support, website content)*			

Resources			
Section Analysis:			
Action plan based on analysis:			
D. Structure and Content **Are we focused on building academically excellent pathways?** **Rationale: NHTI Mission, Purpose, Values Statement**			
Criteria	**Collection/ Analysis Strategy**	**7-Year Data Results**	**Analysis and Comments**
1. Benefit of program/courses for other programs		2017: 2018: 2019: 2020: 2021: 2022: 2023:	
2. Course format(s) within department/ program *(hybrid, online, in-person)*			
3. Transferability or stackability within NHTI *(Credentials that are completely nested)*			
4. Workforce courses and possibilities for growth *(Complete or supplement Continuing educational courses)*			
5. Outside accreditation *(provide most recent documents)*			
6. FT (12 credits)/ PT students			

7. List all courses within your department. Discuss any specific enrollment challenges and revisions that might be implemented to increase course enrollments.			
8. Program admission requirements			
9. Innovative directions for existing program or new program			
Structure and Content			
Section Analysis:			
Action plan based on analysis:			
Name of individual completed form:			
Date of form completion:			