



Northern Marianas College Procedure

Procedure No.: 5010.21 Procedure Title: Program Review
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President *[Signature]*
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VII.L

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This Procedure describes the requirement for participation in Program Review

Areas of Responsibility As part of the College's commitment to data-driven, evidence-based decision making for continuous quality improvement, all employees of the college shall participate in the program review process.

Procedure details Each employee's participation shall include, but is not limited to, participating in the development and monitoring of program mission and outcomes, collecting and interpreting program appropriate data and evidence, evaluating program effectiveness, developing action plans for improvement, and participating in activities led by the Planning, Program Review Outcomes and Assessment Committee (PROAC). Participation in the program review process shall be considered in each employee's annual evaluation.