

BP5 PROGRAM REVIEW (Non-Instructional)

The Board requires student support service departments and administrative units to undergo a review every two years in accordance with the college policy on Program Review of Non-Instructional Programs and Services. The review process will involve key department staff who will come together to evaluate a wide range of department and institutional outcome data in order to reflect upon the department's contribution to student learning and achievement of the mission. Results will be used to improve and enhance services provided to students and employees.

The Senior Management is responsible for ensuring that the student support services and administrative units under their supervision are reviewed as scheduled. They may delegate any powers and duties entrusted to them, but will be specifically responsible to the President and Chief Executive Officer for the execution of such delegated powers and duties.

On an annual basis, the President and Chief Executive Officer shall provide the Board with a report highlighting the results of each non-instructional program review held during the previous year.

The Senior Management will evaluate the non-instructional program review process every two years to assure its effectiveness and to identify any necessary improvements or modifications.