

Developing Your Program

Self-Check

Please take a few minutes to answer the following self-assessment questions prior to studying the information in the Developing Your Program module, including the BILT (developing-your-program-BILT.php) section. For each, you may wish to note how you know your answer is “yes” if you respond “yes.” And, if you mark “Don’t Know,” you may want to note how you would get started finding the answer to the question on your campus.

Program Name:

Background On Your Program

Is the labor market demand strong and growing for graduates from your program (or potential new program)?

- Don't Know No Yes
-

What data sources do you use to determine labor market demand?

- State DOL
- Bureau of Labor Statistics (US DOL)
- Local Economist
- Economic Development Board/Corporation
- Workforce Investment Board
- Chamber of Commerce
- Other

How satisfied is your college with your program's enrollment numbers compared to other college programs?

- Don't Know Dissatisfied Neutral Satisfied
-

How satisfied is your college with your program's graduation rate compared to other college programs?

- Don't Know Dissatisfied Neutral Satisfied
-

How satisfied is your college with your program's placement rate compared to other college programs?

- Don't Know Dissatisfied Neutral Satisfied
-

How satisfied is your college with your program's placement rate compared to colleges in the area with similar programs?

- Don't Know Dissatisfied Neutral Satisfied
-

Is lack of enrollment jeopardizing the continuation of your program?

- Don't Know No Yes
-

How often do you conduct a low enrollment program review?

- Don't Know Every years
-

Academic Program Improvement Process

Are your program faculty required to engage in structured program improvement activities to keep programs current?

- Don't Know No Yes
-

How often do these activities take place?

- Don't Know Twice Annually More than twice annually

Your program's current business committee/team (advisory committee) structure and overall engagement

How often does the business team meet?

- Don't Know Monthly Annually Twice annually More than twice annually
-

Does the business team include representation from small, medium, and large employers? (Definitions vary, but "small" typically refers to a business with < \$10 million annual revenue; "medium" typically refers to a business with annual revenue >\$10 million and < \$100 million; "large" typically refers to a business with over \$100 million in annual revenue.)

https://en.wikipedia.org/wiki/Middle-market_company (https://en.wikipedia.org/wiki/Middle-market_company)

- Don't Know No Yes
-

Does the business team membership include a mix of technicians doing the job, their technical managers, and high-level technical strategists who keep track of future technical changes in the program area?

- Don't Know No Yes
-

Does the business team membership include representatives with knowledge of skills covering the range of entry-level jobs addressed by your program? (Are all the types of businesses employing your graduates represented on the team?)

- Don't Know No Yes
-

Do you use a structured, formal process annually with your business team to prioritize the Knowledge, Skills and Abilities (KSAs) they want graduates to have 12-36 months into the future?

- Don't Know No Yes, but not that far into future Yes
-

How many companies are represented in your business team?

- Don't Know 1-5 companies 6-10 companies over 10 companies
-

How many companies typically attend the meetings?

- Don't Know 1-5 companies 6-10 companies over 10 companies
-

How many individuals typically attend the meetings?

- Don't Know 1-5 individuals 6-10 individuals over 10 individuals
-

Do you ask your business team to predict technology trends regularly?

- Don't Know No Yes

Do you ask your business team to predict labor market demand for your graduates at least annually?

- Don't Know No Yes
-

How many companies are actively involved, outside of business team meetings, providing additional support such as mentoring students, providing equipment, providing adjunct instructors, providing professional development for faculty, etc.?

- Don't Know 1-3 companies 4-8 companies over 8 companies
-

How often do you invite new business members to join your business team?

- Don't Know As needed every 5 years every 3 years annually
-

Do business team members actively recruit new members for the team?

- Don't Know No Yes
-

How often does your business team evaluate itself and use that information to strengthen the team?

- Don't Know No self-evaluation As needed every 3 years annually
-

Goals and Program Input

Do you have goals for strengthening relationships with your business team members?

- Don't Know No Yes
-

Who is engaged in setting the goals?

- No goals in place Administration Faculty Joint faculty and administration
-

Are the goals SMART (S=Specific, M=Measurable, A=Achievable, R=Relevant, T=Timebound)?

- Don't Know No Yes
-

Are specific individuals tasked with the improvement activities?

- Don't Know No Yes

Program Development Results

Do faculty cross-reference KSAs identified by the business team to existing curriculum and update the curriculum to address business needs?

- Don't Know No Yes
-

Do faculty provide feedback to the business team regarding how they have integrated the prioritized KSAs and other business input into curriculum?

- Don't Know No Yes
-

Other Relevant Questions

Do employers for those graduating from this program require job candidates to pass a drug test?

- Don't Know No Yes
-

Are employers willing to hire graduates who have a criminal record?

- Don't Know No Yes
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This self-check is for your information only. It is suggested you work through all the Employer Engagement modules and review the Strategies from the Field and other Resources for ways to improve your college's employer engagement initiatives.