



Mid-Cycle Progress Report

A new mid-cycle progress report has been incorporated into the 2017-2021 program review cycle. The report consists of a brief two-page form that will be completed by all academic and non-instructional programs between the 2nd and 3rd year following the initial self-study. The purpose of the form is to evaluate progress on recommendations and implementation plans resulting from the previous program review, achievement of student/program outcomes, fiscal trends, emerging challenges and opportunities, and other information relevant to program development occurring during the five-year review cycle. The report includes the following elements:

- Progress on recommendations and implementation plan
- Professional development activity
- Fiscal trends
- Student learning outcomes/program goals
- Challenges and opportunities
- Best practices and/or research questions

The current mid-cycle progress report schedule is posted on the college web at:

http://www.helenacollege.edu/abouthc/institutional_research/default.aspx

The Director of Institutional Effectiveness and Research will notify program managers in advance of the due date for the report in the scheduled academic year, and provide the report form. Completed reports should be submitted to the appropriate division chair and/or senior administrator, and routed to the Director of Institutional Effectiveness and Research for review by the Institutional Development, Effectiveness and Accreditation (IDEA) Committee.