

Workforce Division Policy

Policy:

The Riverland Community College Workforce division will meet with all programs on an annual basis to review program data (enrollment, costs, retention, completion, graduation rate, placement, etc.), advisory committee minutes, labor market data, accreditation requirements and professional development opportunities resulting in a program or department level strategic plan that aligns with the college mission and goals.

Procedure:

The Workforce division administrative assistants will schedule annual program meetings per direction of the deans.

The annual program meetings will include the Workforce Education Dean or Associate Dean of Allied Health programs and program faculty.

The purpose of the meeting will be to review labor market data, program related data, advisory committee meeting minutes, accreditation requirements, articulations, professional development opportunities, equipment and program mission statement to support the program or department level strategic plan.

The workforce division will implement this process as a means to increase communication and collaborations throughout the college to streamline both workforce division and college goals. Furthermore, it will provide opportunities to remain current with advancing technologies and industry practices.

The annual review is not meant to replace the comprehensive program review cycle per MnSCU policy, rather it will provide an additional means to analyze and provide support to the program on an annual basis.

Related Policies:

- Advisory committee memberships consist of program faculty, business/industry, Workforce Development, Inc., graduates, and a current student. Diverse representation is required. Advisory committees meet twice annually per MnSCU Board Policy 3.30 College Program Advisory Committees and Procedure 3.30.1 Community and Technical College Advisory Committees.
- In addition to the annual review, the college will continue with the comprehensive program review cycle per MnSCU Board Policy 3.36 Academic Programs and Procedure 3.36.1 in which each program will be reviewed on a four year cycle.

