EXAMPLE

Program Review of Occupational Education (PROE)

Faculty & Administrator Survey Template

Once every five years, the college is required by the state of Michigan to survey faculty and program administrators, advisory committee members and students to gather opinions on occupational program quality. Your opinions will help focus ongoing program improvement efforts where they are needed most.

Your responses will remain **anonymous**.

This survey is brief, only about ten minutes to complete.

Please select the name of the occupational program(s) for which you teach or administer:

(Select all that apply)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

(Revised 03/2026)

Instructions:

- Rate each item on a five-point scale ranging from *Strongly Agree* to *Strongly Disagree*.
- If a question is not applicable, or you aren't familiar with it, mark *Don't Know*.
- Space is provided at the end of the survey for your comments and suggestions.

Program Goals and Objectives	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Administrators & faculty involved in developing this program regularly seek and respond to advisors, students, and community input.	☐	☐	☐	☐	☐	☐
Written program goals state realistic outcomes and are used as a measure of program effectiveness.	☐	☐	☐	☐	☐	☐
Objectives in all program courses are consistent with employment standards.	☐	☐	☐	☐	☐	☐
Competency based performance objectives in all program courses are used to assess their progress.	☐	☐	☐	☐	☐	☐

Program Development and Evaluation Comprehensively Incorporate the Following:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Professional/occupational standards	☐	☐	☐	☐	☐	☐
Current labor market data.	☐	☐	☐	☐	☐	☐
Current follow-up data on completers and leavers.	☐	☐	☐	☐	☐	☐
Knowledge of secondary and four-year institution curriculum to assure a coordinated approach in meeting occupational requirements.	☐	☐	☐	☐	☐	☐

Student Advising Resources	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Instructors or other qualified personnel effectively advise students on program and course selection.	☐	☐	☐	☐	☐	☐
FOR SELECTIVE ADMISSIONS PROGRAMS ONLY: Students are treated equally in enrollment selection for this program.	☐	☐	☐	☐	☐	☐

Learning Resources for Students in this Program Are:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Relevant and up-to-date to the occupation.	☐	☐	☐	☐	☐	☐
Designed to recognize and respond to individual student learning styles, skills, and abilities through a variety of instructional methods.	☐	☐	☐	☐	☐	☐
Without gender, race, ethnic and other bias and stereotyping.	☐	☐	☐	☐	☐	☐

Student Support Services:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Provide adequate instructional support (tutoring, lab assistance, test prep, mentoring or supplemental instruction) to help students succeed.	☐	☐	☐	☐	☐	☐
Are accessible for students with disabilities or disadvantages (e.g., mobility impaired, linguistic, economic or academically challenged).	☐	☐	☐	☐	☐	☐

Student Career Services	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
The college effectively provides career planning, guidance and job market data for this program.	☐	☐	☐	☐	☐	☐
Instructors or other qualified personnel effectively provide current and relevant career information.	☐	☐	☐	☐	☐	☐
Sufficient opportunities are provided for related work experience or cooperative education for students in this program.	☐	☐	☐	☐	☐	☐

Program Administrators' and Instructors' Competencies	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Responsibility and accountability for the program are clearly identified and assigned.	☐	☐	☐	☐	☐	☐
Program administrators have a high level of competence.	☐	☐	☐	☐	☐	☐
Instructional staffing is sufficient to permit optimum program effectiveness.	☐	☐	☐	☐	☐	☐
Instructors have a high level of teaching competence.	☐	☐	☐	☐	☐	☐
Instructors have relevant employment experience and have kept current in their field.	☐	☐	☐	☐	☐	☐
The college regularly encourages and supports continuing professional development of faculty (e.g., certifications, licensures, field-specific credentials, etc.).	☐	☐	☐	☐	☐	☐
Facilities, Material Resources, and Equipment for this Program:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Are to the standard of what is currently used on the job.	☐	☐	☐	☐	☐	☐
Are readily available and in sufficient quantity to facilitate quality instruction.	☐	☐	☐	☐	☐	☐
Effectively allow students to meet the program objectives and their individual needs.	☐	☐	☐	☐	☐	☐
Other Program Resources	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
The advisory committee is of sufficient size and representation of the occupation.	☐	☐	☐	☐	☐	☐
Office/clerical assistance is sufficiently accessible to instructors and students.	☐	☐	☐	☐	☐	☐

What are the major strengths of this occupational program?

What are the major needs for improvement in this occupational program?

Thank you!