

PROCEDURE TITLE:	ACADEMIC PROGRAM REVIEW
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RESPONSIBLE ADMINISTRATOR(S):	PROVOST
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## 1.0 INTRODUCTION

- 1.1 An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.
- 1.2 Regular academic program review fulfills one of the criteria that the University must meet for regional accreditation by the High Learning Commission (HLC). Core Component 4a.1 of Criterion Four (Teaching and Learning: Evaluation and Improvement) in the Handbook of Accreditation states: "The institution demonstrates responsibility for the quality of its educational programs. (And) maintains a practice of regular program reviews."
- 1.3 The academic program review process provides an opportunity for program faculty and administrators to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

## 2.0 GOALS OF ACADEMIC PROGRAM REVIEW

- 2.1 Assist programs in the identification, evaluation, and assessment of their mission and goals and the development of short and long-term strategic plans.
- 2.2 Assist programs in the determination of their relationship to the mission of the University, College, and Department.
- 2.3 Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths, and challenges in their curriculum.

- 2.4 Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.
- 2.5 Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.
- 2.6 Assist the University in the evaluation of the value, quality, effectiveness, and efficient use of resources for the academic programs at Shawnee State University.
- 2.7 Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.
- 2.8 Provide structure, a plan of action, and information for continuous program improvement.

### 3.0 OVERVIEW OF PROGRAM REVIEW PROCESS

- 3.1 The program review process requires seven steps:
  - 3.1.1 Appointment of a Program Review Committee (PRC) and Chair
  - 3.1.2 Creation of a Program Review Plan and Budget
  - 3.1.3 Completion of a Preliminary Self-Study
  - 3.1.4 Completion of a Preliminary Administrative Review
  - 3.1.5 Completion of External Reviewer Reports
  - 3.1.6 Completion of a final Program Review Report (PRP), including a response to the administrative and external reviews, and a list of recommendations for program improvements
  - 3.1.7 Planning for implementation of recommendations
- 3.2 Overseeing the review is the Program Review Committee, which is charged with aggregating and analyzing data concerning the program, evaluation of that data, and making recommendations with regard to future direction of the program based on its findings. Once the Program Review Committee and Chair have been chosen and a Program Review Plan and Budget have been approved by the respective College Dean or associated administrator in the Office of the Provost, the Program Review Committee begins work on the Preliminary Self-Study.
- 3.3 The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the

case of non- degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic-programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

- 3.4 Final Program Review Reports shall consist of:
  - 3.4.1 Preliminary Self-Study
  - 3.4.2 Preliminary Administrative Review
  - 3.4.3 External Reviewer Reports
  - 3.4.4 Program Review Committee's Response to the Preliminary
  - 3.4.5 Program Review Committee's Response to External Reviewer Reports
  - 3.4.6 Program Review Committee's Recommendations for Continuous Improvement
- 3.5 The Deans and the Office of the Provost will then complete the review process by making their own final recommendations for program improvements, based upon the Final Program Review Report. The administration's final recommendations will be discussed with the Program Review Committee. Progress towards meeting the recommendations will then be subject to evaluation during the program's next review.
- 3.6 During the process of preparing the Preliminary Self-Study, the Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Data on the program, its faculty, and students shall be aggregated and evaluated in consultation with the Office of Decision Support.

#### 4.0 REQUIREMENTS AND REVIEW SCHEDULE

- 4.1 Identified degree programs and other non-degree curricular entities (hereafter referred to as "programs") must submit a Program Review Report on a regularly scheduled basis.
- 4.2 When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.

- 4.3 Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.
- 4.4 When possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the University's program review cycle.
- 4.5 Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

## 5.0 ACADEMIC PROGRAM REVIEW GUIDE

- 5.1 To assist departments in organizing and preparing the Academic Program Review, a guide to Academic Program Review has been prepared. The Academic Program Review Guide outlines specific information and timelines for:
  - 5.1.1 Creating the Program Review Committee
  - 5.1.2 Establishing a Program Review Plan & Budget
  - 5.1.3 Selecting External Reviewers
  - 5.1.4 Preparing the Preliminary Self-Study
    - 5.1.4.1 Program Profile: Five Year Statistical Analysis of Program
    - 5.1.4.2 Contents of the Preliminary Self-Study
  - 5.1.5 Preparing the Final Program Review Report
    - 5.1.5.1 Preliminary Administrative Review
    - 5.1.5.2 On-Site Visits & External Reviewer Reports
    - 5.1.5.3 Committee Response to the Preliminary Administrative Review

- 5.1.5.4 Committee Response to External Reviewer Reports
- 5.1.5.5 Committee Recommendations for Continuous Improvement
- 5.1.6 Writing the Reports
- 5.1.7 Submitting the Final Program Review Report
- 5.1.8 Implementing Recommendations – Special Review & Interim Progress Report
- 5.1.9 Program Review Timeline

Ref: Academic Program Review Guide

History

Effective: 12/18/15