

## Academic Program Review Process: Policy Statement

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**Summary for Faculty Senate meeting, February 13, 2012, of changes that have been made from the first proposal of July 2010 to the latest proposal, dated January 2012.**

**1. Removed previous footnote related to the contract, located at the conclusion of the document:**

\*The Program Review Process will be conducted in accordance with the CSU-AAUP Collective Bargaining Agreement, Article 5.18. If further in-depth study of a program is found to be necessary, any and all procedures will follow those as outlined in Article 5.

**Replaced by and found under:**

Section I: **Background and Rationale**

Program reviews as described in this document are not intended or expected to provide justification for elimination of programs or departments. These program reviews are entirely separate in function and procedure from those described in section 5.18 of the current Connecticut State University American Association of University Professors-Board of Trustees for Connecticut State University System Collective Bargaining Agreement (hereafter "the contract"). Any effort to eliminate a program must follow procedures described in the contract then in effect.

**2. Section II: The Review Cycle**

- a) **Clarified that the proposed process depends on existing data and documents that are already available.**

**Changed:**

The system for program review relies primarily on Department reports with subsections for each of their degree programs that are submitted annually and data that have been provided by OIRA to facilitate the process (enrollments, completions, faculty load, etc.).

**Replaced by and moved to the Section I: Background and Rationale**

The system for program review relies primarily on **currently available** Department reports with subsections for each of their degree programs that are submitted annually and data that have been provided by OIRA to facilitate the process (enrollments, completions, faculty load, etc.). Data also are provided by the Center for International Education (CIE) for the purpose of reporting course abroad numbers.

- b) **Changed:**

" reviewed by the Dean(s), 'the Provost's Council' and an external reviewer:

**Deleted reference to the Provost Council**

c) **Clarified the cycle sequence pertaining to the external reviewer:**

- Every year – The appropriate Dean will review the annual report and appended assessment reports.
- Every semester, approximately four departments\* will be asked to complete a self-study based on the four most recent annual and assessment reports for each of their programs. In preparing the self study, departments will respond to a standardized set of questions, but they may include any additional information that their faculty believe is important for the external review. The initial cycle of program reviews will be based on the four-year cycle established by the Academic Assessment Committee (ACA) such that the departmental self-study will be concurrent with or following their submission of a full assessment report. The cycle will repeat once all non-accredited programs have been reviewed. (Please note: During the year that departments prepare the Program Review, the department will be exempt from submitting both Assessment and Annual Department Reports.)
- In most instances, in the same semester that the self study is due, an external reviewer will receive the department's self-study and all supporting materials. In the following semester, the external reviewer(s)\* will conduct a site visit that includes meeting with the faculty, the Dean(s) and Provost.

d) **Added:**

(Please note: During the year that departments prepare the Program Review, the department will be exempt from submitting both Assessment and Annual Department reports.)

e) **Changed:**

The Departments will be asked to submit a plan for addressing areas for improvements and concerns.

**Replaced by:**

Reviewer(s) may recommend improvements to departments through standard faculty procedures and shared governance.

f) Under **External Reviewers**

**Changed:**

- The selection of the external reviewer(s) will be made in collaboration among the Department, appropriate Dean(s) and the Provost.

**Replaced by:**

- Once the department is scheduled to conduct a self-study, the department will submit a list of 3-4 possible external reviewers from which the Dean(s), in consultation with the Provost, will select one external reviewer. (In some departments where more than one program exists, a second reviewer may be appointed.)

### 3. Section III. Coordination of the Program Review Process

#### a) **Changed:**

The following questions will be answered by Provost's Council and external reviewers for each program in the department:

#### **Replaced by:**

The review process will focus on the following questions drawn from existing annual departmental and appended assessment reports:

#### b) **Changed Reviewer Questions**

The following questions will be answered by Provost's Council and external reviewers for each program in the department:

1. To what extent are students meeting goals for student learning outcomes set by the faculty? To what extent do characterizations about student learning rely upon a research-based evaluation of student competencies?
2. To what extent does the department use information about student learning to inform their curriculum and/or make adjustments? Is this use of information appropriate?
3. Do a sufficient number of students complete the program? Does the program have sufficient enrollment?

The following questions will be answered by Provost's Council and external reviewers for the department as a whole:

4. To what extent are students included in faculty activities related to creative activities or other activities, such as those related to the four elements of distinctiveness?
5. Is the allocation of resources appropriate for each of the department's programs, i.e. sufficient number of faculty, revenue generated by number of credit hours, direct instructional expenditures, etc?

External reviewers only will answer this question about the department:

6. To what extent does faculty creative activity in the department overall make a significant contribution to the discipline?

#### **Replaced by:**

The review process will focus on the following questions drawn from existing annual departmental and appended assessment reports:

1. Does the program have clear student learning outcomes? To what extent do program faculty gather and present data on student learning? To what extent do program faculty rely on direct measures of student learning that are aligned with program outcomes?
2. To what extent are students meeting student learning outcomes as set by the program faculty?
3. To what extent do program faculty use student learning outcome data to inform their curriculum and/or make adjustments? Is this use of information appropriate?
4. Do the program courses have sufficient enrollment? What contribution does the undergraduate program make to the general education program? If applicable, what contribution does the program make to interdisciplinary programs? Do a sufficient number of students complete the program? Are they graduating in a timely fashion?

5. In what ways do program faculty engage students in curricular activities and those beyond the classroom that include undergraduate research, graduate research, community engagement, and international education?
6. What future plans does the department report? Is there a solid rationale for those plans that aligns with the university's mission and strategic plan? What faculty, space, and financial resources would be needed?

**External reviewers, only, will answer this question in addition to the six listed above:**

7. Is the allocation of resources appropriate for each of the department's programs, i.e. sufficient number of faculty, direct instructional expenditures, etc.? What resource allocations or reallocations appear necessary?
8. To what extent does overall faculty creative activity contribute to the discipline?

#### **4. Section IV. Use of Findings**

##### **a) Changed:**

Findings from the program review process will be used to inform decisions about how to:

- Provide support for program improvement, development and other changes
- Manage enrollment to deliver a high quality program
- Allocate future resources for the program (faculty, monetary, space, etc.)

**Deleted Section IV.**