Academic Program Review Policy

A program of study (POS) is defined as a comprehensive, structured approach for delivering academic and career and technical education to prepare students for postsecondary education and career success. The institution shall conduct POS reviews on a periodic basis. Consistent with efforts in institutional effectiveness and strategic planning, the institution shall develop procedures to evaluate the effectiveness of its POS through a systematic review, to address the quality, viability, and productivity of efforts in teaching and learning, scholarship, general education (undergraduate programs), diversity, educational and administrative support services in addition to the program's research, and community/public service as appropriate to the institution's educational mission.

Each program of study at all levels (associate and bachelors) must have published intended student learning outcomes, measurements must be made, and records kept to show whether students actually achieve these outcomes. The review of POS shall involve analysis of both quantitative and qualitative data, and the institution must demonstrate that it makes judgments about the future of POS within a culture of evidence concerning outcomes.

The cycle of review for each undergraduate academic program shall be no longer than seven years. Program reviews will be done per Program of Study/Academic Field. This means that if a Program of Study has multiple degrees and or concentrations, all those degrees shall be reviewed in the same academic year. Programs of Study accredited by external entities may not substitute such reviews under external processes for the institution's program review.

Academic units should work with the Office the Provost to compare the requirements of the external accreditation organization and those of the College system well as the Higher Learning Commission to develop a review that will address all areas for the institutional program review. No program review cycle at any level shall exceed seven years.

Planning and conduct of POS reviews shall be used for the progressive improvement and adjustment of programs in the context of the Institution's strategic plan and in response to findings and recommendations of the reviews. Adjustment may include program enhancement, maintenance at the current level, reduction in scope, or, if fully justified, consolidation or termination. Actions taken as the result of reviews and strategic plans shall be documented as provided below.

The institution shall maintain all materials associated with POS reviews in the institution website. The site shall include a list of POS reviewed and a summary of findings. The institution must summarize actions taken both as the result of current reviews and as follow-up to prior years' reviews. For each review, the institution must establish that the program has undergone review and is meeting rigorous standards. The report will identify

1) Quality, viability, and productivity parameters measured, and
2) Findings relative to internal standards, the institution's strategic plan, and, as appropriate, external benchmarks.

The Office of the Provost shall monitor annually a small number of performance indicators for POS and shall initiate with the Academic Departments when programs do not meet the guidelines defined by the indicators. If further investigation justifies additional study, the institution may be asked to conduct an off-cycle review of such programs.

Annual Assessment Updates

To support the Institution's commitment to POS assessment, all degree programs send in a summary of their student assessment activities, findings, and subsequent actions via annual assessment updates. These are maintained and archived by the Office of Assessment for use throughout the institution.

Program Review Process

The Office of the Provost will have a process established that discusses the guidelines and deadlines for program review.

Approved by the Board of Regents on 10/21/2019