University of Louisiana at Lafayette

Strategic Program Review Committee Policy

PURPOSE

The Strategic Program Review is designed to examine, assess, and strengthen UL Lafayette's academic programs. It is intended as a tool to help evaluate an academic unit's strengths and weaknesses, determine its ability to respond to future challenges and opportunities, identify its priorities, and aid in shaping plans for its future. The process, based on quantitative as well as qualitative documentation, will lead to action plans for a department's various academic activities, either singly or in combination. Information developed during program review supports other planning and evaluation activities (assessment & accreditation, strategic planning, etc.) and provides guidance for strategic resource allocation. The Academic Program Review aligns with the *Faculty Handbook* "Guidelines for Program Review and Discontinuance" (Document X, pp. 80-83) as well as the 2012-2013[1] and 2013-2014[2] *GRAD Act Reports*.

According to UL Lafayette Faculty Senate Guidelines, the Strategic Program Review Committee, which is "charged with designing and implementing the regular internal academic

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[1] From 2012-13 *GRAD Act Report*, under **3. WORKFORCE AND ECONOMIC DEVELOPMENT (2-4 pages)**: "**Activities conducted during the reporting year to identify programs that have low number of completers or are not aligned with current or strategic regional and/or state workforce needs.**" — "In December 2012, the Board of Regents developed the enhanced academic program review and identified four programs at the University for which low completer documentation was required: B.S. Physics; M.S. Physics; B.A. Modern Languages; and B.S.B.A. Economics. Although the University recommended continuation of each of the programs, all are currently undergoing a more comprehensive University review. The Strategic Program Review Committee, formed two years ago to facilitate ongoing program review, developed the *Undergraduate Program Review Form* and the *Graduate Program Review Form* in order for a mini-self-study to be conducted by each of the four programs in summer 2013. All University programs will enter a rotation for comprehensive review every seven years."

[2] From the 2013-14 *GRAD Act Report*, under **3. WORKFORCE AND ECONOMIC DEVELOPMENT (2-4 pages):** "**Activities conducted during the reporting year to identify programs that have low number of completers or are not aligned with current or strategic regional and/or state workforce needs.**" — "The Strategic Program Review Committee, formed two years ago to facilitate ongoing program review, finalized the Undergraduate Program Review Form and Graduate Program Review Form in order for a self-study to be conducted by each of four programs in summer 2013. (All University programs will enter a rotation for comprehensive review every seven years). Due to the retirement of the Interim Provost in July 2013 and a six-month tenure of a second Interim Provost, it was decided to delay implementation of the review process until the arrival of the permanent Provost in January 2014."

[3] A permanent Provost was hired in 2018.

program review process[3], will examine program review self-study data and make appropriate recommendations.

A. INTRODUCTION

The following guidelines discuss the overall process of program review and the roles of the Strategic Program Review Committee (SPRC). The self-study provides the opportunity for the academic program under review to assemble a complete picture of its activities, and to offer its own views on needed enhancements or corrections.

B. DEFINITION OF ACADEMIC PROGRAM

For purposes of SPRC Review, an academic program is defined by the combined undergraduate and graduate educational programs of a discipline and the associated scholarly and service activities of its academic unit(s). The latter includes any organized research centers operating under the oversight of the academic unit(s). In order to be reviewed under this policy, a program or department must have tenured or tenure-track faculty members officially affiliated with it and must offer instruction leading to the award of academic degrees.

C. EVALUATION CYCLE

Every academic program at UL Lafayette will be formally reviewed by the Strategic Program Review Committee on a regular, 7-year cycle. See the Review Calendar in Appendix A. Scheduling of reviews may be coordinated with reviews by external accreditation bodies. The program must petition the Chair of the SPRC for an exemption or change in the Review Calendar. New programs shall be reviewed after five (5) years of implementation.

D. ACADEMIC PROGRAM SELF-STUDY

Academic units are asked to provide a self-study containing documentation pertaining to:

> ➢ mission and governance, in the context of the university's goals and core values
>
> ➢ student recruitment, enrollment, retention, and completion rates; degree productivity; student satisfaction and student engagement; graduate assistantships and fellowships; post-graduate employment
>
> ➢ faculty credentials, salaries, workload, performance, scholarship, and resources
>
> ➢ curriculum and teaching-learning practices
>
> ➢ quality of instruction and assessment of the unit's success in achieving its goals
>
> ➢ academic partnerships and agreements; distance learning; nontraditional programmatic initiatives

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[3] From description in *Committee on Committees Survey*.

➢ whenever applicable, economic or cultural development

➢ institutional resources and facilities

➢ identification of strengths, weaknesses, opportunities, and threats; action plans for the program

E. STRATEGIC PROGRAM REVIEW COMMITTEE MEMBERSHIP

The membership shall consist of one faculty member from each faculty unit appointed by the Provost for staggered three-year terms and as Ex Officio, the Provost/Vice President for Academic Affairs, and the Assistant Vice President for Academic Affairs, Academic Programs" (from *Faculty Senate*). The committee shall: (1) review the final self-study document(s) resulting from each year's round of academic program reviews (2) confer with the Assistant Vice President for Academic Programs on ways to strengthen the academic program review process, and (3) make recommendations to the Dean of the program's college and the Dean of the Graduate School (where applicable) and the Provost about actions to be taken in order to improve the academic unit accordingly.

F. RESPONSIBILITIES

Office of the Provost
- Select members of SPRC for staggered 3-year terms
- Review SPRC's report
- Program review policy oversight
- Monitor individual program accountability (post-review)

Academic Dean and Dean of Graduate School (as applicable)
- Review the final completed program self-study in advance of submission to the SPRC
- May request to meet with the SPRC
- May be invited to speak with the SPRC regarding program review

The College (Department Head or Director)
- Select self-study coordinator and team (as applicable)
- Send self-study and supporting materials to the Dean for review and approval
- Prepare program's response to the review team's report, if applicable

Faculty
- Fully participate in preparation of the self-study and corresponding documents

The Strategic Program Review Committee
- Establish a master schedule of academic program review by academic year
- Annually evaluate the self-study fillable form for changes or revisions as indicated by previous review cycle.
- Provide notice to the academic unit being reviewed at least nine months before the reviews should be completed
- Prepare a final report with appropriate recommendations to be forwarded to the Provost, with a copy to the Dean, and if faculty action is required, to the UL Lafayette Faculty Senate.
- May request to meet with the Dean, Department Head and/or faculty representative.

G. PROCESS

The academic program review process is initiated each academic year by the Strategic Program Review Committee Chair. Prior to the start of the academic year (fall semester), the appropriate deans are notified of the programs under their purview scheduled for review that year.

The Department Head/Director is responsible for initiating the self-study process for a review of the program or department. Faculty leaders should be assigned to complete the self-study process. The department/program completes a self-study using the established standards/criteria and submits it to the Dean for review. The Dean then sends the self-study to the SPRC Chair by the established deadline.

The Department Heads/Directors of the programs under review shall oversee the compilation of the Self-Study and its submission to the SPRC. The ultimate responsibility for the report shall rest with the program department head. The program self-study shall be sent to the dean or director of the program under review, who may attach additional information or interpretative comments prior to forwarding the program's report to the SPRC.

Program faculty should be involved in the preparation of the self-study. Graduate programs must include graduate faculty. The final document must be submitted in .pdf format via email to the chairperson of the SPRC and a copy to the Provost. The completed self-study will be evaluated by the SPRC who will prepare a final report and submit to the Provost and the Academic Dean and Dean of the Graduate School (as applicable).

H. EVALUATION BY SPRC

SPRC will evaluate the self-studies using an established rubric (Appendix B). The SPRC report consists of an Executive Summary and the full report. The SPRC Evaluation Report will be sent to the Office of the Provost for distribution to the Academic Dean of the College and Department Head and, as applicable, the Dean of the Graduate School. The following provides some general guidelines for writing these documents.

Executive Summary (1-2 pages maximum).

The Executive Summary should provide an overview of the SPRC report's major findings and identify key strengths, weaknesses, opportunities and threats and recommendations.

The SPRC will make one of four recommendations to the Provost:

- **Incomplete:** The self-study is returned to the department and a new deadline is established for completing.

- **Recommend Affirmation**: This recommendation implies that the program is fulling its mission, is maintaining overall high quality and has processes in place that assure continuous improvement. Next scheduled review in 7 years.

- **Recommend Reaffirmation, but with specific concerns:** The concerns cited may not be sufficient to preclude a favorable recommendation, but the report should reinforce the recommendation that the program attend to these concerns in its Action Plan. The Department will provide a progress report within 2 years.

- **Recommend the program remain under Continuing Review:** The recommendation cites concerns the program must rectify before a recommendation for continuation can be contemplated. The Action Plan should provide specific information on (a) actions or outcomes required to address deficiencies, (b) seriousness of the deficiencies identified and the length of time anticipated to address them, and (c) nature and frequency of reports and reviews that will be required. The department will provide an annual progress report until the next scheduled program review.

- **Recommend the program for discontinuance:** The SPRC recommends review by an external body.

Program Response

All documents are filed and stored in the Office of the Provost and become the basis for periodic follow-up and accountability.

Summary

The conduct of a program review is a major event in the life of an academic unit and the preparation of well-written, candid self-study is a great deal of work. If the process is regarded as simply an administrative hurdle to be passed, little of a positive nature will result. Instead, the program review process should be treated as an opportunity to review assumptions, present a comprehensive description of the program and to evaluate the program's strengths and weaknesses. If this is done well, new insights will be gained by all involved, and the considerable effort involved will prove to have been warranted

Appendix A: Master Calendar of Program Review (3.34.15)

Appendix B: SPRC Review Process Timeline

Appendix B: Undergraduate Program Self-Study Documentation Form

Appendix C: Graduate Programs Self-Study Documentation Form

Appendix D: Evaluation Rubrics

Strategic Program Review Process Timeline					
Date	**Chair**	**Committee**	**Department**	**Graduate School**	**Institutional Research (IR)**
Last week of spring semester	Fillable forms for UG and Graduate Programs scheduled for review in the upcoming academic year sent to IR and Graduate School.			Populate tables by August 1. Return to Chair of SPRC	Populate tables by August 1. Return to Chair of SPRC
First week of August	Send populated forms to departments		Begin work on the self-study		
November 1		SPRC Meeting 4th Tuesday	Send completed self-study documents to Chair of SPRC		
Mid-November	Notify departments of any missing data		Send missing data to SPRC chair by November 30		
November	Meeting Agenda	SPRC Meeting 4th Tuesday Begin review of program self-studies			
January February	Meeting Agenda	SPRC Meeting 4th Tuesday.			
March 1		Complete Executive Summary Report			
April 30			Completes Action Plan		

The guidelines for Strategic Academic Program Review have been developed from a number of sources.

Principles of Accreditation: Foundations for Quality Enhancement. Commission on Colleges; Southern Association of Colleges and Schools: Decatur, Georgia, 2009.

http://www.sacscoc.org/pdf/2010principlesofacreditation.pdf

Assessment and Review of Graduate Programs. Council of Graduate Schools: Washington, DC, 2011.

Handbook of Operating Procedures; University of Texas at Arlington; Subchapter 6-1250 Academic Program Review Policy. Available at

http://www.uta.edu/policy/hop.adm/6/1250

Master's Education: A Guide for Faculty and Administrators. A Policy Statement. Council of Graduate Schools: Washington, DC, 2005.

The Doctor of Philosophy Degree. A Policy Statement. Council of Graduate Schools: Washington, DC, 2005.

Ph.D. Completion and Retention: Analysis of Baseline Program: Data from the Ph.D. Completion Project. Council of Graduate Schools, Washington, DC, 2008

University of Wisconsin-Milwaukee; Program Review Guidelines. Retrieved 11.17.15

http://uwm.edu/academicaffairs/facultystaff/academic-program/

UT-Arlington. Academic Review Manual. Retrieved 11.17.15 39 pages

http://www.uta.edu/search/?q=academic+program+review#gsc.tab=0&gsc.q=academic%20program%20review&gsc.page=1

Portland State University http://www.pdx.edu/academic-affairs/academic-program-review-policy

SPRC Adopted 3.11.19 (dmg recorder)