University of Colorado Colorado Springs

UCCS CAMPUS POLICY

Policy Title: Academic Program Review

Policy Number: 200-006   **Policy Functional Area:** ACADEMIC

Effective:	Pending ~~December 1, 2004~~
Approved by:	Venkat Reddy, Interim Chancellor
Responsible Vice Chancellor:	Executive Vice Chancellor of Academic Affairs (EVCAA)
Office of Primary Responsibility:	EVCAA
Policy Primary Contact:	EVCAA, 719-255-3121
Supersedes:	N/A
Last Reviewed/Updated:	December 1, 2004
Applies to:	Faculty

Reason for Policy: It is the policy of the University of Colorado ~~at~~ Colorado Springs to review its academic programs for quality and effectiveness.

I.   INTRODUCTION

It is the policy of the University of Colorado ~~at~~ Colorado Springs ("University" or "UCCS") to review its academic programs for quality and effectiveness.

~~II.~~ POLICY STATEMENT

~~III. Authority for the conduct of campus reviews of academic programs is found in The Laws of the Regents, 2003 2004, Article 4, Section C. This policy also conforms to the University of Colorado Administrative Policy Statement 1019, "Implementation of Regent Policy on Program Review and Newly Approved Program Review," effective September 1, 1996 January 1, 2014.~~

~~IV.~~ II.

A.   Purpose.
A.

1. Every academic degree program shall be subject to Academic Program Review (APR). External accreditation reviews may be coordinated with or substitute for an academic program review. The goal of academic program review is to promote and maintain efficiently administered, high quality academic programs ~~by identifying strengths and weaknesses of academic programs and~~ resulting in the establishment of recommended alternatives for program development. The review should:
   a. ~~–~~identify strengths and ~~[weaknesses] challenges~~weaknesses of academic programs;
   b. provide constructive options for program development and modification;
   c. address the program's criteria for reappointment, tenure, promotion, and post-tenure review;
   d. examine the program's academic rigor and curriculum; and ~~, including undergraduate, graduate, and where appropriate, certificates; where appropriate, examine the undergraduate curriculum with the goal of providing students with broader exposure to a wide range of subject matter; and~~
   e. review the program's student learning assessment process.
2. ~~Where appropriate, the review should examine the undergraduate curriculum, with the goal of providing students with broader exposure to a wide range of subject matter. Program review should provide~~APR shall be considered a basic planning document for the program under review, and may include major, minor, and supportive recommendations.
3. ~~In addition, the campus~~UCCS views program review as a mechanism for allowing the faculty in academic programs to hold each other accountable for quality, ~~and~~ performance and for responsible use of scarce resources. ~~Where appropriate, Administrative Policy Statement 1019 directs that APR should examine the undergraduate curriculum with the goal of providing students with broader exposure to a wide range of subject matter.~~
4.
   Where possible ~~and~~, appropriate~~,~~ and requested by both the center or program director and the ~~department~~ unit chair, academic programs and centers affiliated with a particular ~~department~~ unit may be reviewed at the same time as the ~~department~~ unit. The ~~department~~ unit and campus are expected to use the ~~program review~~APR as a guide in making decisions regarding resource allocation, faculty staffing, program focus, admission standards, curriculum content, and other appropriate academic matters, subject to availability of resources, consistency with campus plans, and other factors. ~~In addition, the campus views program review as a mechanism for allowing the faculty in academic programs to hold each other accountable for quality and performance and for responsible use of scarce resources. Where appropriate, Administrative Policy Statement 1019 directs that APR examine the undergraduate curriculum with the goal of providing students with broader exposure to a wide range of subject matter.~~

B. Review Procedures~~.~~.

   ~~1.~~ Schedule.

   1. An annual schedule of ~~departments, major and minor~~academic programs~~, and centers~~ to be reviewed as well as the program review budget shall be maintained by the ~~EVCAA office~~Office of the Executive Vice Chancellor of Academic Affairs ("EVCAA"). Academic ~~units~~programs shall be evaluated ~~once every five years where feasible, and~~at least once every seven years. The APR Panel ~~chair will contact programs scheduled for review at the start of the semester prior to the review.

2. Support. The EVCAA, or designee, will maintain a schedule of reviews to be conducted and the budget for these, provide administrative assistance, participate in the reviews as appropriate, receive the reports, and convey the outcomes to the CU system office.

2.

3. Program Review Panel.
   a. The standing Program Review Panel ("Panel") shall be composed of regular, full-time faculty. and have the responsibility of conducting APRs.
   b. The Panel shall have a chair, appointed annually by the EVCAA. The chair will schedule reviews, communicate with prospective team members, appoint review teams, chair meetings of the Panel, and serve as liaison for the reviews.
   c. Panel members shall include one faculty member each from Beth-El College, College of Business, College of Education, College of Engineering and Applied Science, Library, and School of Public Affairs, and three from College of Letters, Arts and Sciences, all appointed by the EVCAA upon the recommendation of their respective deans.
   d. Panel members shall serve three-year terms, staggered so that there will be 2-3 new appointees each year.
   e. Panel members will attend all meetings of the Panel, serve as a member of up to one review team per academic year, and contribute to Panel's discussion of all review reports.

4. Review Team.
   a. The Review Team shall consist of three or more members:
      i. One member of the Panel from a unit, school or college different from that of the unit being reviewed.
      ii. Two or more external members, at least one from a Colorado institution.
   a.b. The unit under review shall work with the chair of the Panel to develop a list of potential external reviewers. External accreditation reviews may be coordinated with or substitute for an internal academic program review. Where possible and appropriate, and requested by both the center or program director and the department chair, academic programs and centers affiliated with a particular department may be reviewed at the same time as the department. Center reviews are conducted by the Campus Faculty Research Council.

3. Conduct of a ReviewProcess.
4.5. Each review of an academic unit programAPR shall have the following components:
   a. The responsible unitunit under review shall prepare a self-study document, according to guidelines and timeline set by University policy and the Panel.

   b.a. This document shall be reviewed and accepted by the Ppanel, subject to the Panel's request for revisions.

   c.b. A 3-person review teamThe Review Team appointed by the Panel shall receive relevant materials (including the self-study) prior to a 2-3--day onsite visit.

   d.c. The review Review team Team shall submit a written report to the Panel.

   e.d. The department unit under review and dean Dean will have the opportunity to comment on the review Review team's Team's report.

   f. The panel Panel shall summarize and comment oncompile the report of the review Review team Team, and as well as the department unit under review's and dean Dean's responses, and present all materials to the EVCAA.
   g.

h. The Review Team.

The Review Team shall consist of three or more members:

One member of the Ppanel from a department unit, school or college different from that of the unit being reviewed.

Two or more external members, at least one from a Colorado institution.

The unit under review shall work with the chair of the Panel to develop a list of potential external reviewers.

Panel Membership.

The Panel shall be composed of regular faculty.

The Panel shall have a chair and associate chair (at the discretion of the VCAA), appointed annually by the EVCAA.

There shall be a total of eight panel members (including the chair and associate chair), Panel members shall include one faculty member each from Beth-El College, College of Business, College of Education, College of Engineering and Applied Science, Library, and School of Public Affairs, and three from College of Letters, Arts and Sciences, all appointed by the EVCAA upon the recommendation of their respective deans.

i.e. Panel members shall serve three- year terms, staggered so that there will be 2-3 new appointees each year.

5.6. Follow-up to Program ReviewsAPRs.

a. For Once a year for three years following a program reviewan APR, the academic unit will file a report with the Panel summarizing the changes made within the unit, the requests made for support, any results from those requests, and any outcomes resulting from changes.

b. The Panel will compile and summarize these changes, and submit them to the EVCAA.

Responsibilities.
c.
d. The APRP Panel shall have the responsibility to conduct program reviews.

e. The chair will schedule reviews, communicate with prospective team members, appoint review teams, chair meetings of the Panel, and serve as liaison for 1-2the reviews (including writing summaries for those reviews).

f. The associate chair will serve as liaison for 2-3 reviews (including writing summaries for those reviews) and write a summary of changes in academic programs that have resulted from reviews.

g. Panel members will attend all meetings of the Panel, serve as a member of up to one review team per academic year, meet with all review teams, and contribute to Panel's discussion of all review

reports for inclusion in the summaries.

h. The dean of the college in which the program is housed shall participate in the review and respond to the review report on behalf of the college.

i. The academic unit in which the program is housed will prepare a self-study, participate fully in the review team's visit, respond in writing to the review report and submit information regarding follow-up actions resulting from the review for three years following the review.

j.b. The Executive Vice Chancellor for Academic Affairs (and/or his or her designee) will maintain a schedule of reviews to be conducted and the budget for these, provide administrative assistance, participate in the reviews as appropriate, receive the reports, and convey the outcomes to the CU system office.

V.III. DEFINITIONSKEY WORDS

Academic Program Review Panel (APRP): a campus-wide standing committee designed to assist the Executive Vice Chancellor for Academic Affairs (EVCAA) in the review of existing programs and to make recommendations for program improvement.

Academic program: an organized curriculum delivered to an identifiable set of students under the authority of a recognized academic unit. All degree programs are automatically held to fit this description.

Academic unit: a school or college, or a group of faculty recognized within a school or college and organized to assume responsibility for one or more academic programs.

VI.IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements ("APS") and Other Policies
1. Board of Regent Policy 4C: Academic Program Review, http://www.cu.edu/regents/4c-academic-program-review
2. APS 1019: Implementation of Regent Policy on Program Review, http://www.cu.edu/sites/default/files/1019.pdf

A.B. Procedures

B.C. Forms

C.D. Guidelines

D.E. Other Resources (i.e. training, secondary contact information)

E.F. Frequently Asked Questions (FAQs)

VII.V. HISTORY

Initial policy approval   December 1, 2004N/A