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# PASSHE Program Review
# Educational Session

CAL U

June 28, 2021

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# PASSHE Policy 1986-04-A: Program Review:

Periodic program review is a best practice in American higher education that involves stakeholders in the continuous improvement of existing academic programs and programs in support of the student experience.

# PASSHE Policy 1986-04-A: Program Review:

Such review includes an analysis of past performance that is used to inform present and future directions and decision-making.

# PASSHE Policy 1986-04-A: Program Review:

The review process should be integrated with strategic-planning and budgeting processes, with regional and specialized accreditation processes, and with student-learning outcomes assessment.

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## Academic Programs:

All programs defined in Board of Governor's Policy 1985-01-A: This includes all academic majors and concentrations.

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# Programs in Support of the Student Experience:

A broad network of programs and services that directly contributes to students' educational experience and fosters student success. Examples of such programs may include the library, student life, and enrollment services, public safety, judicial affairs, financial aid, counseling, athletics, residence life, Greek life, student union and student activities, health and wellness programs, career services, academic support services, diversity and inclusion programs, tutoring, advising, and disability services.

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# Academic Program Review (Non-Accredited programs):

All university programs not subject to specialized accreditation shall be evaluated at least **once every five years.**

At least once every 10 years, each program not subject to specialized accreditation may include a review by an appropriate **external evaluator.**

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# Academic Program Review (Accredited Programs)

Academic programs subject to specialized accreditation review cycles are determined by initial accreditation or reaffirmation cycles (e.g., 6, 7, 8, 10 years) of their program accreditation agencies.

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## Program Reviews in Support of the Student Experience:

Review criteria for programs in support of the student experience will be determined by the individual university. These criteria shall support the university continuous improvement efforts and Middle States accreditation requirements (e.g., Council Advanced Standards – CAS for Student Affairs and LibQUAL for the Library)

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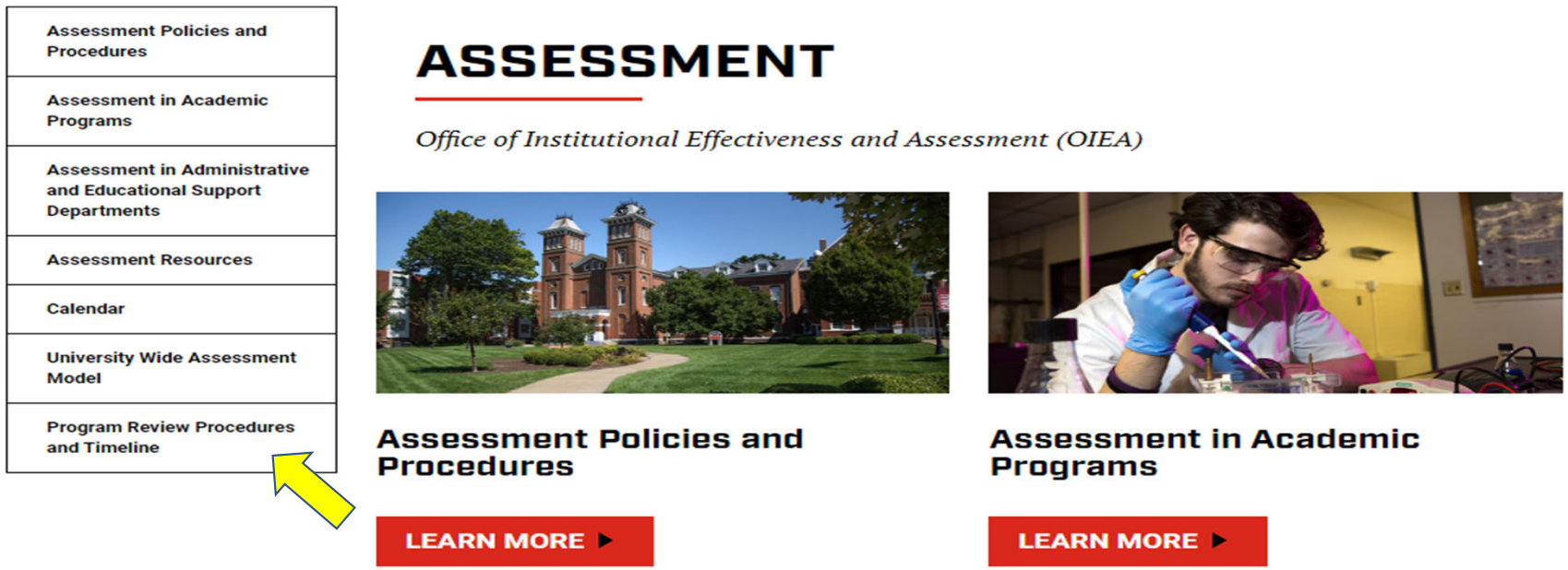
# Program Review Resources (Cal U Assessment Website)

https://www.calu.edu/inside/faculty-staff/assessment/program-review-procedures.aspx

- Assessment Policies and Procedures
- Assessment in Academic Programs
- Assessment in Administrative and Educational Support Departments
- Assessment Resources
- Calendar
- University Wide Assessment Model
- Program Review Procedures and Timeline



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# Review Cycles for Accredited and Non-Accredited Majors

| Program Title | Six Digit CIP | Academic Level Text | Award Code | Award Title | Program Start Date | Next Five-Year Program Review | Specialized Accreditation Organization | Year of Next Accreditation Review | Frequency of Accreditation/ Program Review (Years) | Next Program Review |
|---|---|---|---|---|---|---|---|---|---|---|
| Electrical Engineering Technology | 150303 | Undergraduate | AAS | Associate in Applied Sciences | 1/1/1986 | 2021-22 | NA | NA | 5 | 2027-28 |
| Physical Therapist Assistant | 510806 | Undergraduate | AAS | Associate in Applied Sciences | 7/9/1998 | 2021-22* | CAPTE | 2026-27 | 10 | 2026-27 |
| Liberal Studies | 240101 | Undergraduate | AA | Associate of Arts | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| Accounting | 520301 | Undergraduate | AS | Associate of Science | 7/1/1983 | 2019-20 | NA | NA | 5 | 2024-24 |
| Computer Engineering Technology | 151201 | Undergraduate | AS | Associate of Science | 1/11/2001 | 2021-22 | NA | NA | 5 | 2026-27 |
| Computer-Aided Design & Drafting | 151301 | Undergraduate | AS | Associate of Science | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| Digital Media Technology | 500402 | Undergraduate | AS | Associate of Science | 7/1/1983 | 2019-20 | ACCGC | 2019-20 | 6 | 2025-26 |
| Early Childhood Education | 131209 | Undergraduate | AS | Associate of Science | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| Industrial Technology | 150699 | Undergraduate | AS | Associate of Science | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| Radiologic Tech (7725-7081) | 150499-510911 | Undergraduate | AS | Associate of Science | 8/27/2018 | 2022-23 | JRCERT | 2022-23 | 8 | 2030-31 |
| Veterinary Technology | 510808 | Undergratuate | AS | Associate of Science | 3/5/2019 | 2021-22 | | | 6 | 2027-28 |
| Technical Studies | 150499 | Undergraduate | AS | Associate of Science | 1/1/2001 | 2022-23 | NA | NA | 5 | 2027-28 |
| Anthropology | 450201 | Undergraduate | BA | Bachelor of Arts | 8/1/2006 | 2022-23 | NA | NA | 5 | 2027-28 |
| Arabic Language and Culture | 161101 | Undergraduate | BA | Bachelor of Arts | 4/7/2011 | 2022-23 | NA | NA | 5 | 2027-28 |
| Art | 500701 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2020-21 | NASAD | 2021-22 | 5 | 2025-26 |
| Communication Studies | 090101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| English | 230101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| Geography | 450701 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2021-22 | NA | NA | 5 | 2026-27 |
| History | 540101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2023-24 | NA | NA | 5 | 2028-29 |
| International Studies | 450701 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2023-24 | NA | NA | 5 | 2028-29 |
| Jurisprudence | 220203 | Undergraduate | BA | Bachelor of Arts | 6/30/2011 | 2019-20 | NA | NA | 5 | 2024-25 |
| Liberal Studies | 240101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2023-24 | NA | NA | 5 | 2028-29 |
| Mathematics | 270101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2019-20 | NA | NA | 5 | 2024-25 |
| Parks & Recreation Management | 310301 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2016-17 | CAPRT | 2024-25 | 8 | 2024-25 |
| Physics | 400801 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2017-18 | NA | NA | 5 | 2022-23 |
| Political Science | 451001 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2022-23 | NA | NA | 5 | 2027-28 |
| Social Science | 450101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2022-23 | NA | NA | 5 | 2027-28 |
| Sociology | 450101 | Undergraduate | BA | Bachelor of Arts | 7/1/1983 | 2022-23 | NA | NA | 5 | 2027-28 |

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Pennsylvania's State System of Higher Education

# Academic Program Review Template

**Department:** Click or tap here to enter text.

**Note:** Non-accredited programs will submit a report every five years and accredited programs submit reports aligned with their accreditation review cycles.

**Reporting:**

1. By December 31, programs submit their program-review reports to reviewer team members and college deans.
2. January to April 15, college/school councils evaluate submitted program review reports and make action recommendations to the dean.
3. May 16 to June 1, college/school deans recommend actions to provost.
4. June/July, provost reviews reports and recommends actions to president.
5. By August 15, the university president or designee submits all complete academic program review and action decisions to the State System Office of Academic and Student Affairs.

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# Program Review Template

I. Introduction

II. Faculty & Staff

III. Program Performance Criteria (6 criteria)

IV. Outside Evaluation Reports (Non-Accredited External Reviewer's Report OR Accreditation Commission Visiting Team Report, Due-Process Report, and accreditation action letter)

V. Planning (assessment analysis, strategic action plan, funding request)

VI. Recommendations (Reviewers, Deans, President (or designee)

- ☐ No changes. Program meeting mission & goals of university and State System as currently offered.
- ☐ Modifications/Recommendations that may enhance program sustainability or excellence.
- ☐ Collaborative approach with similar programs across multiple universities.
- ☐ Program has indicated growth potential. Consider for increased funding.
- ☐ Program should be placed in moratorium.

VII. Appendices.

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## Program Review Performance Criteria (Robert C. Dickeson Model)

- External Demand for the Program – IRPE/C&PD Directors
- Internal Demand for the Program
- Program Assessment & Outcomes - IRPE/C&PD Cntr. Directors
- Size, Scope, Costs & Productivity of the Program - Budget Director
- Strategic Alignment of the Program
- Opportunity Analysis of the Program - Enrollment Management

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# Program Review Timeline

- May-June: Notifications of programs under review to deans and department chairs
- July/August: Programs begin receiving common institutional data from IRPE, A&E, & C&PD Center.
- Summer: Program faculty may request individual consultation with AVP or IRPE Directors.
- Early September: Program Review Education Session(s) occur.
- December 31st: Completed program reviews submitted to college and school deans.
- January – April 15th: College and school councils review reports and make recommendations to college/school deans.
- April 16-May 16th: Deans discuss recommended actions with department chairs.
- May 17th to June 1st: Deans forward final council recommendations and their independent recommendations to the Provost with copies for the AVP for Assessment and Accreditation.
- June 1st to July 31st: Provost reviews and discusses recommendations with the President. President or designee makes final decisions.
- July 31st: AVP, Deans, and Department Chairs receive final program review decisions, follow-up actions, and suggestions.
- August 15th: President or designee submits program review reports and final decisions to PASSHE Academic and Student Affairs.

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## College/School Council Procedure:

- Program review reports are reviewed by graduate and undergraduate council members.
- One council member is assigned as a primary reviewer with at a secondary reviewer assigned; reviewers may NOT serve on reviews for programs within their own departments.
- The primary reviewer completes a review summary with a focus on trend-data analyses.
- The secondary reviewer makes necessary edits to the review summary and the two reviewers propose an initial recommendation concerning the five program prescribed options.
- Primary reviewer presents the review summary to the Council with the initial recommendation.
- The Council discusses the summary and initial recommendation. Reviewers may answer questions based on their report. Council members from the program may provide factual information about the program but are expected to refrain from comments intended to influence the Council's decision.
- Council votes on reviewer recommendations. Council members associated with the program under review are expected to abstain from the vote.
- Secondary reviewer edits and finalizes the review summary, including final recommendation.

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# Program Review Recommendations/Decisions Should Be:

- Based on data related to Program Review Performance Criteria,
- Aligned with goals of the University Strategic Plan,
- Predicated on trend-data analyses from the annual assessment process and action plan results from previous program reviews,
- Aligned with our university Sustainability Plan, and
- In the best interest of our students and university.

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# Questions?

Contact AVP for Assessment & Accreditation
or
Director of Institutional Effectiveness

**(Office of Institutional Research, Planning, & Effectiveness)**