

Academic Program Review Presentation

Orientation Meeting



Academic Program Review Purpose

The overall purpose of academic program review is two-fold:

1. This activity is useful to examine a unit's strengths and weaknesses, faculty resources, student market, and equipment and space needs
2. Academic program reviews also serve the purpose of satisfying the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC) requirements for the accreditation of programs

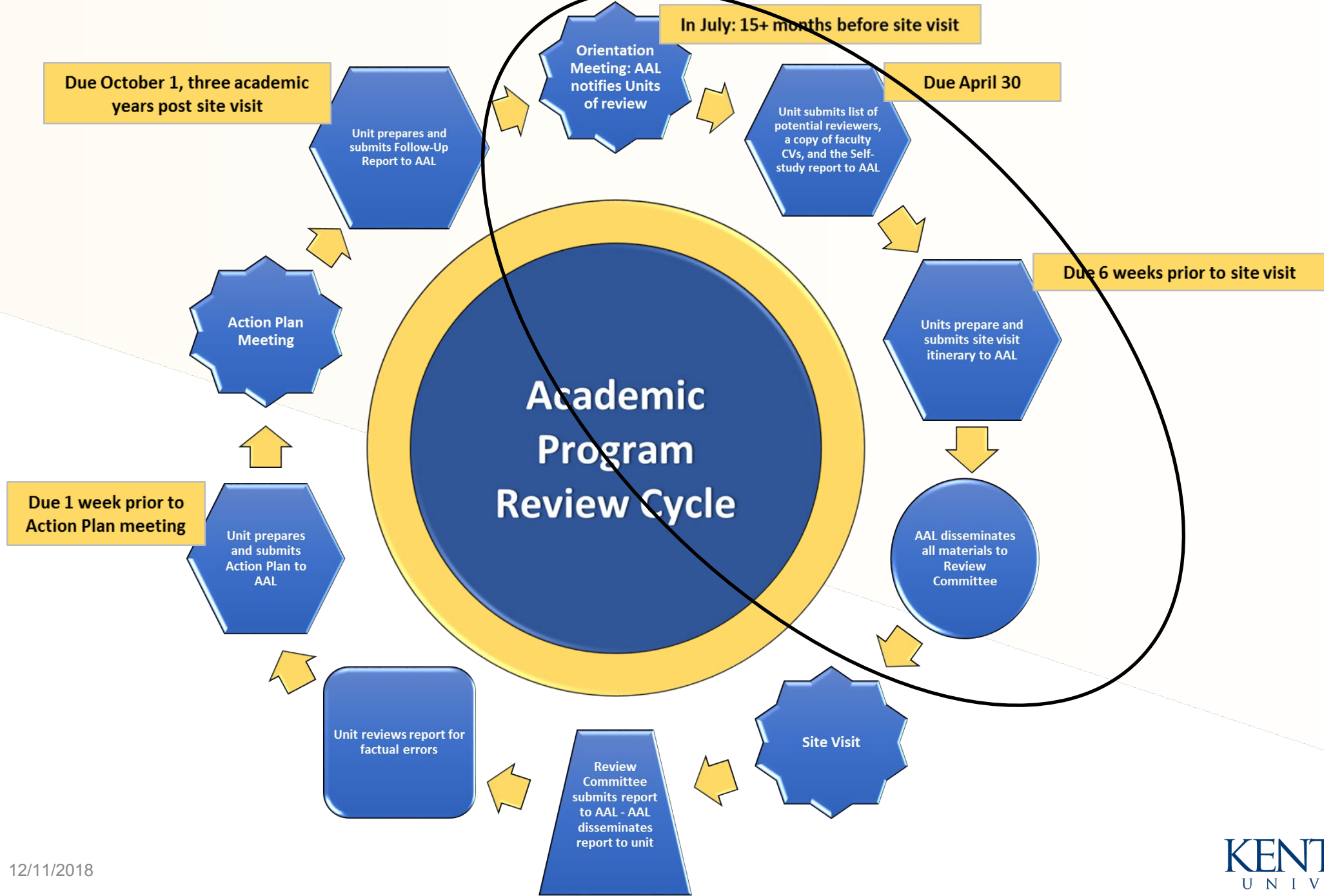
Academic Program Review Benefits

- **Academic program reviews are admittedly time-consuming for units, for faculty, and for administrators. However, if done properly, they provide a number of positive benefits, including:**
 - Opportunity for self-assessment - ensures that each program systematically takes time to step back from everyday challenges to evaluate its strengths, weaknesses, and progress, and this process lays the foundation for the development of plans and priorities for the unit.
 - Vehicle to inform University-wide and unit planning - recommendations derived from academic program reviews are systematically integrated into the plans and budget requests for the various schools and administrative areas.
 - Communication – academic program reviews foster communication within units, between chairs/directors and college deans, and with the central administration. The process also provides an opportunity for each member of a unit to be heard.
 - Increased external visibility - the academic program review process itself attracts attention by bringing frequent visitors to campus, and has facilitated many collaborative relationships with other institutions.

Academic Program Review Structure

Phase I: Planning/Preparation





Submit list of Potential Reviewers and Faculty CVs

Due April 30

▪ List of Potential Reviewers

- Full professors
- Expertise in relevant fields
- Out-of-state peer or aspirant programs/institutions
- Avoiding obvious conflict of interest

▪ Faculty CVs

- Submit as one pdf document

Self-Study Report

Due April 30

▪ Self-Study Report

- To assist units with assembling this report a template is provided by Accreditation, Assessment and Learning (AAL)
- Submit report and appendices as one pdf document if possible. If not, then submit report as one document and appendices as a second document

▪ Self-Study Sections

1. Context
2. Curriculum, Assessment of Student Learning and Program Improvement
3. Current Students
4. Academic Support and Career Development Opportunities
5. Alumni
6. Faculty, Administration, and Staff
7. Facilities and Resources

Self-Study Report

Due April 30

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- **Some resource areas that can be contacted to complete the Self-Study include:**
 - Institutional Research, Survey Research Lab, Institutional Advancement, Research and Sponsored Programs, AAL Taskstream Assessment Training

- **Include a one to three page Executive Summary as a separate document but alongside the Self-Study**

Site Visit Itinerary

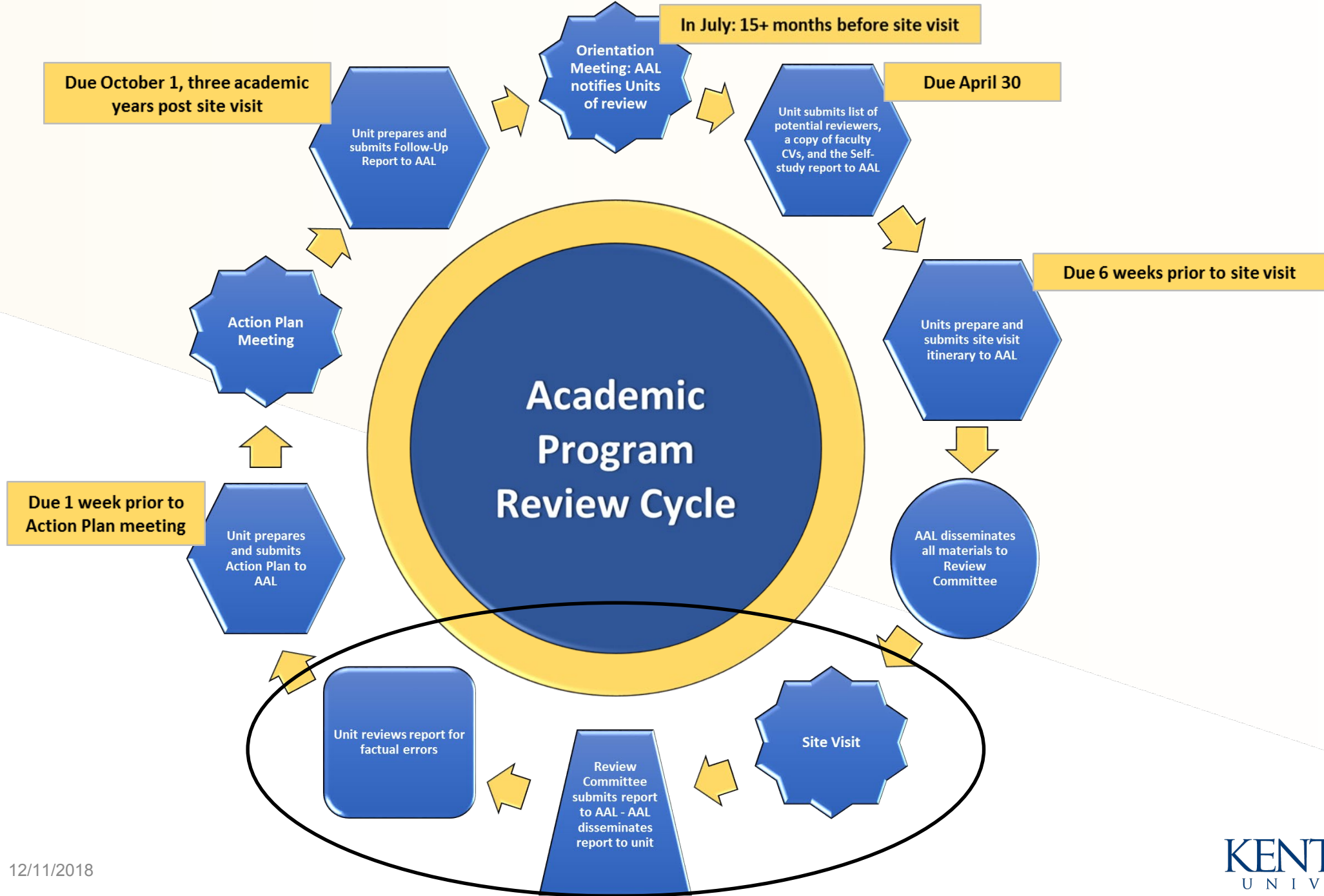
Due six weeks prior to site visit

- **AAL office will work with the schedules of the unit and the Provost Office to solidify a date to hold the site visit**
- **A sample itinerary and some guidelines will be sent to unit representatives and are also available on the AAL website**

Academic Program Review Structure

Phase II: Site Visit Procedure





Site Visit, Review Committee Report, and Fact Checking

- **Travel and lodging arrangements will be handled by AAL**
 - AAL will run many of the costs associated with planning the review through our index
 - After the completion of the review the total cost of the review will be re-assigned to the college
 - The college will determine the final cost allocation
- **Site visits are conducted over a three-day period**
 - Day one: Travel to Kent and opening dinner
 - Day two: Scheduled meetings and work time
 - Day three: Scheduled morning meetings, exit meeting, and travel home

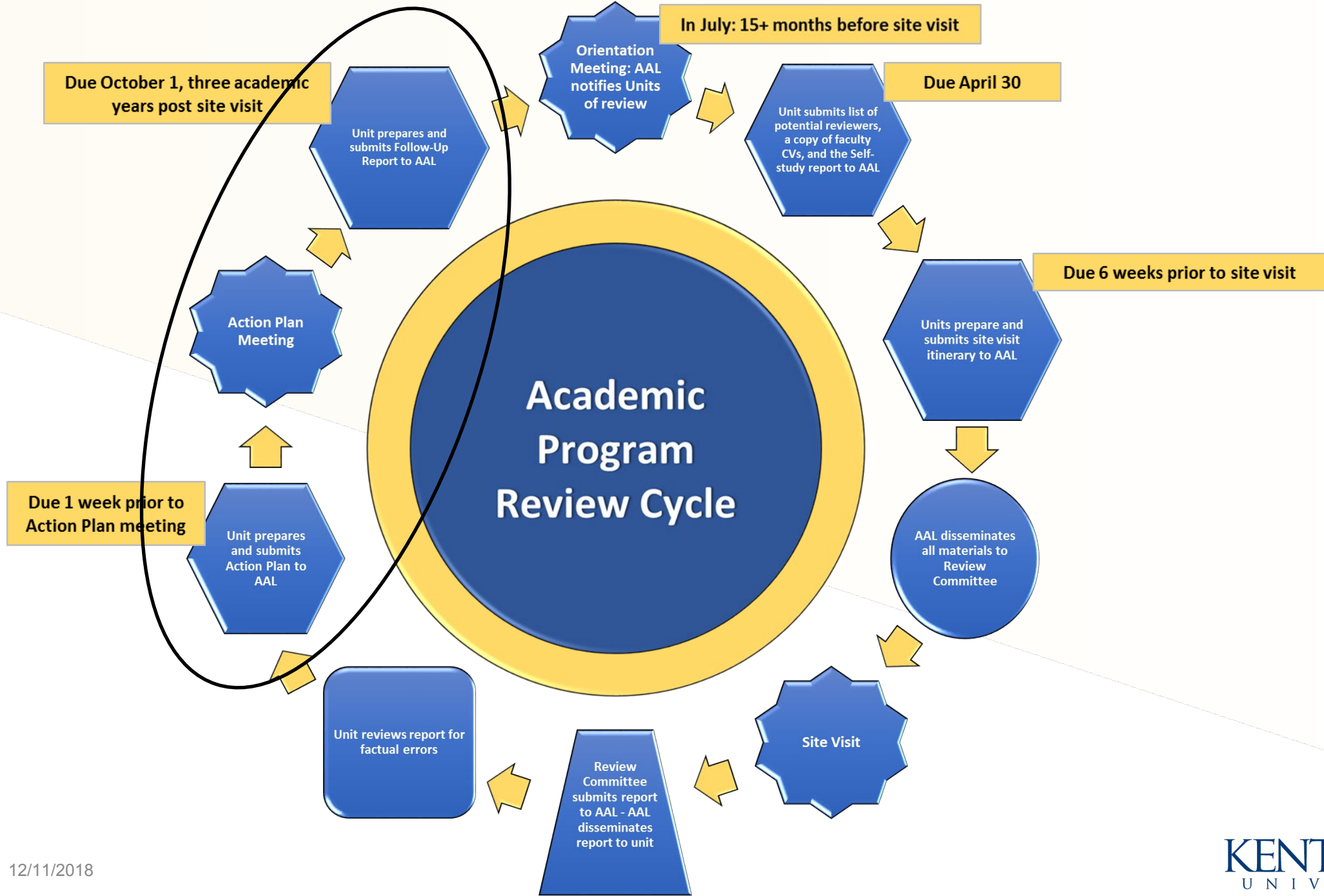
Site Visit, Review Committee Report, and Fact Checking con't

- **Within four weeks the Review Committee will turn in the final report**
- **The unit will review the report for factual errors (adjustments will be made if needed)**

Academic Program Review Structure

Phase III: Incorporating Results





Action Plan

Due one week prior to the scheduled Action Plan meeting

- **After the unit accepts the Reviewer Committee Report in its final form the Assistant Provost of AAL will schedule a phone call with unit representatives for the purpose of:**
 - Reviewing the unit's experience with the Academic Program Review process
 - Considering the Review Committee's recommendations and going over the Action Plan Template
 - Mutually agreeing on a deadline of submission for the unit's Action Plan

- **An Action Plan meeting will be scheduled with the Senior Associate Provost and Dean of Graduate Studies, the Assistant Provost of AAL, the College Dean, and the unit's representative(s) for the purpose of:**
 - Hosting a debrief session concerning the Review Committee recommendations
 - Reviewing the unit's plan of action for future initiatives

Follow-up Report

Due October 1 (three years post visit)

- At the start of the academic year AAL will send a reminder to the units that are scheduled to submit a Follow-up Report
- The Follow-up Report is an update regarding progress made toward each of the goals outlined in the Action Plan
- The Senior Associate Provost and Dean of Graduate Studies and the Assistant Provost of AAL will review the progress
- The cycle will start again seven to ten academic years from the review site visit

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Thank You.

Office of Accreditation, Assessment and Learning

www.kent.edu/provost/aal