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Office of the Provost

Academic Programs - Academic Program Review Manual, 2015-2016

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Academic Program Review Manual

2015 – 2016

Office of Assessment, Accreditation and Program Review
The University of Toledo

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INTRODUCTION

Student learning assessment, program review, and accreditation are important activities within the academy. Together, they are an integral part of a university's continuing commitment to improve the quality of its academic programs and student outcomes. Furthermore, these activities are instrumental to demonstrating accountability for the significant public investments into higher education. Fundamentally, these activities are an expression of a university's commitment to **continuous improvement**. Given the general public's increasing expectations of higher education, our commitment to these activities must be resolute.

Academic program review at The University of Toledo is structured as follows:
- All externally-accredited degree programs have a scheduled program review at a convenient interval prior to their next scheduled accreditation visit.
- Degree programs that are not subject to a periodic accreditation process are reviewed at least every seven years.
- Faculty leaders of degree programs prepare and complete a program self-study report at least three weeks prior to a scheduled program review team site visit.
- Additionally, programs that are 100% online may engage in the Quality Matters review process

The scope of academic program review includes the following:
- Program design
- Program efficiency
- Faculty expertise
- Continuous improvement (including learning assessment, student outcomes, research outcomes, and service outcomes)
- Financial sustainability

Academic program review is meant to ensure the University of Toledo is providing distinctive, high quality programs through serious self-reflection on program strengths, weaknesses, and areas for improvement. An audit of continued program viability is undertaken as a separate process and is not affiliated with academic program review.

ACADEMIC PROGRAM REVIEW SCHEDULE

The seven-year schedule is developed in consultation with the dean of each college. The academic program review for accredited programs will usually occur a year prior to the accreditation review or mid-cycle review, so the review cycle for accredited programs will reflect their accreditation cycle rather than the seven-year default cycle. Under exceptional circumstances and with the approval of the dean and the Provost, a review may be extended or postponed.

PROCESS

The academic program review process includes the major steps outlined below. These steps are:
1. Self-study
2. External review
3. Program review team report
4. Program response and implementation of improvements

Programs that are offered 100% online will also go through Quality Matters as a parallel process.

Self-Study
The dean of the college in which the degree program primarily resides will select the self-study team members. Team members shall minimally include program faculty and students; team members for graduate programs must include graduate faculty and graduate students. The program's lead faculty member chairs the self-study team. A self-study template is provided for programs to follow.

The final document must be submitted in .pdf format via email to Heather Huntley in the Office of Assessment, Accreditation and Program Review (OAAPR) at least three weeks prior to the scheduled program review team site visit.

Site Visit – External Review
The Office of the Provost will select a program review team consisting of up to three members external to the program with program expertise. A program review team reviews the self-study document, conducts a site visit, and issues a written report. Each site visit takes approximately two days. The OAAPR and programs will work together to set up the itinerary for the review team, and the OAAPR will make travel arrangements. The Office of the Provost will cover the expenses of the external reviewers and site visits.

External Review Team Report
After the site visit, the program review team will issue a report which includes an overview of a program's strengths, opportunities for improvement, and recommendations to the Office of the Provost. The report should be submitted to Dorothea Sawicki (cc Heather Huntley) after the site visit is completed.

Program Response
The dean of the applicable college, with input from the program's lead faculty member, will prepare the program's response to the external review team's report. Each response will include an action plan with specific steps and a timetable for implementation. The response must be submitted to Dorothea Sawicki (cc Heather Huntley) by a deadline specified after the team's final report is received. A copy of the program's self-study document and review team's report will also be provided to the College of Graduate Studies for appropriate review through Graduate Council. The program's lead faculty member will oversee implementation of planned program improvements.

Based on the program review team's report and the Dean's response, the Provost and Dean of the Graduate College, if applicable, will review and provide additional feedback and items to facilitate the program's continuous improvement. These documents, when complete, are filed and stored in the Office of the Provost and become the basis for periodic follow-up and accountability.

TIMELINE

Three weeks prior to scheduled program review team site visit:
- Program submits self-study report

Approximately one month after site visit:
- Program review site team issues final report

Deadline TBD after team's final report is received:
- Program submits a response to the final report, which includes a proposed action plan and timetable

After program response is received:
- If needed, the Office of the Provost returns to the program's dean a reviewed and revised/amended plan

PRIMARY ROLES

Office of the Provost/Office of Assessment, Accreditation, and Program Review (OAAPR):
- Maintain long-term schedule of academic program review by academic year
- Provide orientation and logistical support to college and program; coordinate scheduling of visits
- Select members of external program review team
- Provide funding for site visit/external reviewer costs
- Review program review team's report and the Dean's response
- Review program action plan and, in conjunction with the Dean of the College of Graduate Studies when applicable, revise/amend plan as necessary
- Program review policy oversight
- Monitor individual program accountability (post-review)

College/Dean:
- Select self-study team members
- Prepare program's response to the review team's report, with input from lead faculty member
- Send self-study and supporting materials to OAAPR at least three weeks prior to scheduled site visit
- Identify and reserve meeting spaces, participate in itinerary for team visit as requested
- Prepare program's response to the review team's report

College of Graduate Studies (for graduate programs):
- Review program review team's report and the Dean's response, and distribute as appropriate for review through Graduate Council
- Dean will review program action plan and, in conjunction with the Provost, revise/amend plan as necessary

Program:
- Participate in preparation of the self-study and corresponding documents
- Co-host the external review site visit
- Assist in creation of itinerary for team visit
- Prepare program's response to the review team's report
- Lead faculty member participates in post-visit follow up, including the program response and implementation of planned program improvement
- Provide additional data as required