Item: AS: I-6

COMMITTEE ON ACADEMIC AND STUDENT AFFAIRS
Thursday, February 16, 2012

SUBJECT: PROGRAM REVIEW

PROPOSED COMMITTEE ACTION

No action required. Information item.

BACKGROUND INFORMATION

Significant FAU resources are devoted to academic program review on campus as outlined in the attached document titled Florida Atlantic University, Academic Program Review, Procedures for 2007-2014. The existing procedures require us to engage in systematic review that has served us well in the past. However, it is time to examine ways in which it might be possible to make our procedures more robust for the future. At this time FAU would like to implement existing FAU program review guidelines in 2011-12 along with a few additional steps in the review procedures as a pilot test to make the process more effective. During this pilot year a few changes will be introduced in a trial format for selected programs. New review procedures will be proposed in 2012-13 that take into account best practices that surface during the pilot year.

The colleges and departments scheduled for review in 2011-12 will be consulted about participating in the pilot and all programs who can readily adopt the proposed features of the pilot will be asked to incorporate the additional review procedures.

Proposed Revisions

The proposed revisions for enhancing program review during the pilot year will include at least some of the following:

1. The topical outline of the self-study will be enhanced to include a useful framework that addresses all aspects of programmatic quality. Special attention will be paid to curriculum, degree program, and teaching quality. Student issues such as advising, retention, honors experience, job placement and placement in graduate schools will be addressed. Special attention will be directed towards quality indicators of research

performance. Departments will be asked to address their efforts at collaborating with internal and external partners to demonstrate their commitment to interdisciplinary work as well as service in their communities. Finally, the units will also be asked to report on their efforts to promote the goals of FAU's strategic plan by demonstrating centrality to the University mission.

2. The self-studies prepared by departments will be submitted to independent review committees comprised of 2-5 individuals. This committee will include one or more external reviewers who will serve as a content expert in the discipline being reviewed. Other members of this committee will include nominees of the provost, vice president for research and reps from college curriculum committees.

3. The external reviewers selected by FAU will conduct a day and a half site-visit, which will conclude with a written report of their findings.

4. The program reviews will conclude with written implementation agreements between the department chair, dean and provost prior to their submission to the Board of Trustees for approval.

5. The existing timeline for accomplishing this will be revised to accommodate an external reviewer's site visit during end of August or early September in such a manner that the review concludes with a summary report to the BOG by December 30, 2012.

IMPLEMENTATION PLAN/DATE

N/A

FISCAL IMPLICATIONS

N/A

Florida Atlantic University
Academic Program Review

Procedures for 2007-2014 Reviews

PURPOSE

Under Florida Board of Governors Regulation 6C-8.015 adopted March 29, 2007, all academic degree programs in State universities must be reviewed at least every seven years. Program reviews ensure that academic programs are administered and delivered effectively, efficiently, and consistent with FAU's mission and the Board of Governors' strategic priorities. The results of program reviews are expected to inform strategic planning, program development, and budgeting decisions at the university level, and, when appropriate, at the state level. Program review processes in the State University System must emphasize the assessment of student learning outcomes and continuous program improvement.

PROCESS

Academic program review at FAU is composed of three elements:

- Self-study by the program's department
- Review by the Provost
- Presentation of program review to Board of Trustees for their approval.

Following the Provost's notification of a review scheduled for the next academic year, the department prepares a self-study of the program's performance, identification of strengths and weaknesses, resource needs, evidence of student learning and program improvement.

The program review must identify the CIP/degree combinations under review and contain specific information on each degree program. It must include the components listed below.

Topical Outline for the Self-Study

1. **Mission and purpose of the program**
   - In context of the Board of Governors and FAU mission and Strategic Plans

2. Date and description of last external (i.e., accreditation) review, if applicable, or
   last review of this program
   - Findings and recommendations
   - Major changes made since last review

3. Instruction
   - Review of Part I of Departmental Dashboard Indicators
   - Establishment of goals for student learning. Refer to the program's latest plan in the FAU Assessment Database.   For baccalaureate programs, attach a copy of ALC.
   - Assessment of how well students are achieving expected learning outcomes. Refer to the program's latest report in the FAU Assessment Database.
   - Description of how results of assessments are used for continuous program improvement.
   - For baccalaureate programs, review of lower level prerequisite courses to ensure that the program is in compliance with State-approved prerequisites.
   - For limited access programs, review of whether such status is still warranted.

4. Research
   - Review of Part II of the Departmental Dashboard Indicators
   - Establishment of goals for research. Refer to the program's latest plan in the FAU Assessment Database.
   - Assessment of how well goals are being met.

5. Service
   - Review of Part III of the Departmental Dashboard Indicators
   - Establishment of goals for service. Refer to the program's latest plan in the FAU Assessment Database.
   - Assessment of how well goals are being met.

6. Other Program Goals
   - Describe and assess how well goals are being met.

7. Strengths and opportunities that support achievement of program goals
   - List and describe

8. **Weaknesses and threats that impede program progress**
   - List and describe

9. **Resource analysis**
   - Sufficiency of resources to meet program goals

10. **Major findings and recommendations**
    - List and describe

A copy of the full program review will be maintained in the Office of Institutional Effectiveness and Analysis. Program Review Summary Reports will be uploaded electronically to a secure standardized template provided on the BOG website.

TIMELINE

September – Provost notifies academic units of scheduled review during the next academic year and provides information on process and timeline.

Fall semester – Departments begin preparing self-study. Data on research and service provided to IEA for preparation of dashboard indicators.

December 15th – Any revisions or updates to either the policies and procedures of program review or the schedule due to the Board of Governors.

January – Dashboard indicators provided by IEA to departments.

March – Self-study report due to the Provost.

April /May - Dean presents results of program review to Board of Trustees.

December 30 – Summary report of program review due to Board of Governors.