Overview of Academic Program Review

Board of Trustees
Study Session
March 18, 2009

Linda L. Baer, Senior Vice Chancellor
Manuel López, Associate Vice Chancellor
PROGRAM APPROVAL PROCESS:
OVERVIEW
Steps for Approval

- PLANNING
- DESIGN
- INSTITUTION APPROVAL
- INTENT/Notice of intent
- SUBMIT AN APPLICATION
  - New program application
  - Program redesign application
  - Suspend/close application
  - Relocation/replication application
  - New location application
- CRITIQUE
- APPROVE/DISAPPROVE/WITHDRAW
Colleges/Universities

- Initiated by faculty
- External advisory boards committee where applicable
- Formal institution-wide academic standards committee reviews and recommends
- Administration provides a final review and, if approved,
- Submits application to the Office of the Chancellor for review.
Office of the Chancellor Review

- detail in Chancellor’s Procedure 3.36.1, Part 5
  - Authorization
  - Resources
  - Need
  - Academic Program Attributes
  - Curriculum
  - External academic program requirements, where applicable
  - Approvals and Agreements
## Office of the Chancellor Review: summary

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HOW LONG DOES IT TAKE TO GET A PROGRAM APPLICATION APPROVED?

Office of the Chancellor

• NEW PROGRAM 1-6 WEEKS
• NEW DOCTORAL PROGRAM 2-6 MONTHS
• PROGRAM CHANGE 1-6 DAYS
PROGRAM REVIEW PROCESS:
OVERVIEW
The central purpose of program review is continuous improvement

- **College/University designated cycle**
- **Institutionally established criteria such as**
  - A history and overview of the program including any unique characteristics.
  - Contribution and conformity of the program to the mission and strategic plan
  - Performance measures including aggregated student achievement data (enrollment, grad. rates, etc.)
  - Context and analysis of data
  - Normative comparisons (to similar institutions using national data sets).
  - Internal and external scan (accreditation, duplication with other colleges, transfer issues)
  - Strengths and weaknesses
  - Key performance indicators
    - How will we know it is successful the next time it is evaluated?

- **Board Policy and Chancellor’s Procedure set minimum criteria**
Sample Key Performance Indicators (KPI’s)

- Enrollment: Total number of students enrolled current year/full-time program faculty
- Enrollment: Articulation agreements in place with Universities
- Transfer rates
- Program Retention: Freshmen Retention Percentage
- Graduation Percentage
Sample Key Performance Indicators … continued

- Student Program Satisfaction Feedback (e.g. Noel Levitz student satisfaction survey)
- Business-Industry partnerships/involvement: Industry based learning experiences; student internship, practicum, clinicals, shadow day
- Placement
- Feedback from key stakeholders (current students, advisory groups, alumni, employers, graduate schools, etc.).
Program Review Process

- Office of the Chancellor receives and posts annual summary of institutional academic program review activity
  - [http://www.academicaffairs.mnscu.edu/programreview/](http://www.academicaffairs.mnscu.edu/programreview/)
- Program reviews are incorporated into the regional accreditation process