



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-08-05	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Curriculum: Program Reviews	
RELATED POLICIES:  Curriculum: Program Changes Curriculum: Institutional Syllabi Catalog / Program Changes   OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: TBD	
	SUPERSESSSION: TBD	
	 Dr. David Svaldi President	

## Program Reviews – Undergraduate Programs

### I. POLICY:

Each academic program will complete a program review every five years. The program review will follow a prescribed format and will nominally include: a brief overview of the program, prescribed program data, a description of student learning outcomes and assessment results, and an analysis of strengths, weaknesses and recommendations.

The program review schedule will be established by the Office of the Provost. Any deferrals of reviews must be approved by the provost. Program reviews will be submitted to the APAA Office and then reviewed by the CRC in collaboration with the department, and provost. Program reviews are due to the CRC on January 15 (or next business day) each year. Final reports will be submitted to the provost by the CRC on or before April 1.

### II. PURPOSE:

The purpose of this policy is to describe the procedures and schedule for program reviews.

### III. DEFINITIONS:

- A. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Provost.
- B. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.
- D. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- E. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.
- F. Provost's Office: The Office housing the Provost, and overseeing all campus operations, including academics.

CHAPTER:	SUBJECT	POLICY #	Page 2 of 2
Academic Policy	Program Reviews	100-08-05	EFFECTIVE

IV. PROCEDURES:

- A. The APAA office will notify programs that they will undergo a program review by October 1 each year.
- B. Department chairs who believe they have a legitimate cause for deferral of the program review for one year should appeal to the provost for a one-year deferral.
- C. The Office of Institutional Research will provide programs with program data sheets by Nov. 15 each year. Programs are encouraged to maintain their own relevant records as well.
- D. Program reviews will be submitted to the APAA office and the CRC chair on or before January 15 each year.
- E. The CRC will review the program review and then meet with a representative of the department within two weeks of receiving the program review. The committee will ask the representative to clarify any questions they may have regarding the program. They will submit recommendations to the department for their review by February 15. Within two weeks the CRC, department representative and provost will meet to discuss the CRC recommendations and feasible methods of addressing areas of concern. The CRC will submit a final report to the provost by April 1<sup>st</sup>.

V. RESPONSIBILITIES:

- A. The APAA is responsible for notifying department chairs of any program reviews to be conducted in their department during the academic year.
- B. The department chair is responsible for ensuring that the program review is completed according to the specifications for program reviews, and that it is submitted to the APAA and the CRC chair by January 15.
- C. The CRC is responsible for assessing the program review, meeting with the departmental representative and the provost and for submitting a final report and recommendations to the provost.
- D. The provost is responsible to discuss, with the CRC and department, feasible solutions to issues that are identified through the program review process.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS:

Program Review Data Template  
Program Review Process