

Bill 11-A-3 Academic Program Review Procedures (Approved)

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 11-A-3

Addition of Academic Program Review Procedures

BE IT RESOLVED THAT: the Faculty Handbook add the following Procedures.

ACADEMIC PROGRAM REVIEW PROCEDURES

Determination of Programs: There are three methods of program selection and instigation of program review.

1. Reviews occur via a regular five-year cycle in which each program is given a particular year for review to occur.
2. A review may be recommended by the Faculty Advisory Committee for Academic Program Review.
 - a. The Faculty Advisory Committee recommends that a program be reviewed in a year other than in the program's regular cycle.
 - b. The provost reviews the Committee recommendation and supporting materials.
 - c. If the provost concurs, he/she announces, by the end of the semester prior to the semester in which the review will occur, both the programs recommended for review and the criteria with which they will be reviewed.
3. A review may occur based upon the needs of Academic Affairs.

Membership on the Faculty Advisory Committee for Program Review:

The faculty of each department with academic programs will nominate a faculty candidate who will then stand for election within each College and the School of Polytechnic Studies. The dean of the College/School will administer the election. The names of the two faculty who garner the most votes from each College/School will be forwarded to the president, who will appoint one of them as committee member. Non-rotating members will include the representative of the Office of the Provost, Chair of the Faculty Senate, Chair-elect of the Faculty Senate, and the Moderator of the Chairperson's Forum. The Committee will be chaired by the representative of the Office of the Provost. Initial appointments' terms will be staggered for continuity.

Election timeframe and term limits: Regular elections for an open position on the Faculty Advisory Committee for Program Review will take place in the first full week of April. Those faculty will serve a three-year term, with a maximum of two consecutive terms.

Procedure for Regular (cyclical) Program Review

1. As part of a regular program review cycle, using data from the Office of Institutional Research and the Office of the Provost, all academic programs at the University are evaluated against a number of criteria which may include but is not limited to:

- a. number of majors.
- b. number of graduates.
- c. student credit hours generated per average faculty full-time equivalent.
- d. cost per major student.
- e. cost per student credit hours generated.
- f. achievement of student learning outcomes.

2. 11 weeks prior to the beginning of Fall or Spring semester: Upon receipt of a compilation of the data, the provost will advise the chairpersons, and deans that the data is available for review of the accuracy and quality of the data relative to their programs, prior to consideration by the Faculty Advisory Committee for Academic Program Review. The provost will also send an email to full-time faculty, notifying them of the availability and online location of the data, as well as the deadline for their response.

3. 5 weeks prior to the beginning of Fall or Spring semester: Departments will respond to the data. After any concerns with the data have been addressed, the data is used by the Office of the Provost:

- a. to compare programs' performance to nationally normed data, using national datasets such as the University of Delaware dataset or other appropriate and comparable datasets.
- b. to look at **the last** three-year trends for most of these parameters.
- c. to rank all academic programs based on how they perform with these criteria.
- d. to conduct statistical analysis, which may include but is not limited to: generating ranks, comparative ranks, sum of ranks, and mean rank for the performance of each program against each criteria dataset.

4. 3 weeks prior to the beginning of Fall or Spring semester: The provost sends the datasets to the departments. The provost will also send an email to full-time faculty, notifying them of the availability and online location of the datasets, as well as the deadline for their response.

5. By Week 3 of the semester: Departments review the datasets and complete a written report to address issues including, but not limited to:

- a. size, scope, and productivity of the program,
- b. revenue and other resources generated by the program,
- c. costs and other expenses associated with the program,
- d. contribution to University Studies and courses serving other programs,
- e. external demand,
- f. quality of program inputs,
- g. quality of program outputs,

- h. currency of curriculum,
- i. impact, justification, and overall essentiality to the Southeast mission, and

Departments planning for the future may consider the economic and programmatic impact of:

- a. enhancing or eliminating majors.
- b. eliminating majors, but keeping the university studies courses in a major.
- c. merging similar majors, such as the various education majors offered in various colleges.
- d. eliminating elective courses.
- e. partnering or collaborating with other institutions to offer programming.
- f. possible course redesign.
- g. use of technology.

6. By Week 7 of the semester: Each department chair reviews the data, reviews the report from the department, and submits an independent recommendation and the department's report to the dean.

7. By Week 9 of the semester: The dean reviews the data, reviews the previous two recommendations, and submits an independent recommendation and the previous two recommendations to the Faculty Advisory Committee for Program Review.

8. By Week 10 of the semester: The University-level Faculty Advisory Committee for Academic Program Review conducts a detailed analysis of the program and all responses generated by the review, and submits a recommendation to the provost, along with all previous recommendations. The Committee will conduct a more thorough analysis, including a more in-depth analysis of methods for increasing programmatic quality and budgetary efficiency, study datasets to identify areas for improved financial and programmatic strength, request additional data or new analysis of existing data if it adds clarity to the task, and consider creative alternative means for offering programming. Among other possible criteria, the Committee may consider the economic and programmatic impact of:

- a. enhancing or eliminating majors.
- b. eliminating majors, but keeping the university studies courses in a major.
- c. merging similar majors, such as the various education majors offered in various colleges.
- d. eliminating elective courses.
- e. partnering or collaborating with other institutions to offer programming.
- f. possible course redesign.
- g. use of technology.
- h. planning for future programs.
- i. the committee's recommendation for the next review.

9. By Week 12 of the semester: The provost reviews the original datasets and considers recommendations from the department, the department chair, the dean, and the Faculty Advisory Committee for Academic Program Review. If necessary, the provost consults with University legal counsel to seek advice on potential courses of action. If the provost deems it necessary, all previous recommendations will go to Academic Council as an informational item for discussion

only. After considering all recommendations, the provost makes a recommendation to the president.

10. By Week 14 of the semester: As appropriate, the president reviews the data, considers recommendations, secures additional clarification and data, and makes an independent recommendation to the Board of Regents.

11. The Board of Regents takes action on any recommendation by the president.

12. If a program will be eliminated, the Faculty Senate, the University community as a whole, and the faculty in the program are informed about the decision. If the elimination of the program has an impact on the number of faculty remaining in the department, the University follows the “Procedure for All Faculty Terminated by Program, College, or School Discontinuance Within Academic Restructuring” outlined in the Faculty Handbook.

13. If appropriate, the University informs students that a program is being discontinued. The affected students are advised that provisions have been made to continue to offer courses for a limited period of time so that juniors and seniors enrolled in the program will have an opportunity to graduate from that program. Freshmen and sophomores in the program are advised to move into other related programs at Southeast Missouri State University.

Procedure for Extraordinary Program Review

1. Under the special circumstances of an Extraordinary Review, the president and provost will consult with deans, chairpersons, the Faculty Senate, and the Faculty Advisory Committee for Academic Program Review to establish a special review procedure that is appropriate for the special circumstances that have resulted in the Extraordinary Review and that conforms to the instructions from the Board of Regents.

2. The Office of the Provost will provide to deans, chairpersons, and the Faculty Advisory Committee for Academic Program Review the data necessary to evaluate each program under the specific conditions of the Extraordinary Review.

Approved by the Faculty Senate date: March 23, 2011

Approved by the President date: May 3, 2011

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