ACADEMIC PROGRAM REVIEW FORM

All academic programs and units at UAA are required by Board of Regents Policy P10.06.010 to engage in program review on a seven-year cycle. University Regulation R10.06.010 sets out the minimum requirements for program review, including centrality of program mission, quality, demand, program productivity, effectiveness, and efficiency. Exceptional reviews may be conducted, per University Policy and Regulation, and with the provost's approval. The UAA process integrates information about student learning outcomes assessment and the improvement of student learning, as well as progress on student success measures and the closing of equity gaps, aligning program efforts and resources with institutional priorities. Final decisions include commendations and recommendations, which guide future program efforts. The results of cyclical Academic Program Review are reported to the UA Board of Regents annually and are published on the UAA Academic Program Review website.

This form is composed of four parts: the Program Section, the Dean Section, the Program Optional Response Section, and the Provost Section. Guidance for submission is provided in each section.

Using the Form: The form is pre-loaded with information specific to each program and posted on the Academic Program Review website. The program should download and save their form to begin using it. The form is locked, so instructions are viewable and the only sections of the document that can be edited are the form fields.

The form uses narrative boxes, text only, and drop-down boxes. Narrative boxes have a character limit, which includes spaces. To undo an answer, press “Control-Z” or “Command-Z.”

Responses are to be narrative text only, and must be ADA and FERPA compliant. Do not embed any tables or links, including to webpages or other documents. To be FERPA compliant, do not include the names of any current or former students. Rather, use statements such as, “In AY21 four program graduates were accepted to graduate programs in the field.” Programs with specialized accreditation or other external recognitions must comply with restrictions regarding what may be published, as per the accreditor or external organization. Do not include appendices. Appendices to this form will not be accepted.

Data: Each program is provided a datasheet, along with this pre-loaded form. For questions about the data, please contact Institutional Research (uaa.oir@alaska.edu).

Assistance: For technical assistance with this form, email Academic Affairs (uaa.oaa@alaska.edu).

---

Program(s) in the review: OAA will enter the programs, e.g., OEC Welding, AAS Accounting.

Specialized Accrediting Agency (if applicable): OAA will enter the specialized accrediting agency or N/A.

Campuses where the program is delivered: □ Anchorage □ KOD □ KPC □ MSC □ PWSC OAA will enter.

Year of last review: OAA will enter the year of last review.

Final decision from last review: OAA will enter the final decision from the last review.
PROGRAM SECTION (Due on March 1)

The program review committee chair and committee members are assigned by the dean. All program faculty should be included in the review process, including faculty on the community campuses. After completing the Program Section below, the program review committee chair will sign, date, and email this form to the dean, copying all committee members. If the program is fully delivered on a community campus, copy the appropriate community campus director(s). The program review committee chair’s signature and date lines are at the end of the Program Section.

Program Review Committee:
Enter name, title, campus of committee members. Starting with the chair of the committee.
Enter name, title, campus of committee members.
Enter name, title, campus of committee members.
Enter name, title, campus of committee members.

1. Demonstrate that the program has responded to previous recommendations.

   Recommendation 1: OAA will enter the recommendations.

   How do you know the recommendation has been successfully achieved? (2000 characters or less)

   Actions taken to date (2000 characters or less)

   Evidence of success to date (2000 characters or less)

   OAA will enter each recommendation, along with the above questions for each.

2. Demonstrate the centrality of the program to the mission, needs, and purposes of the university and the college/community campus. (2500 characters or less)

3. Demonstrate program quality and improvement through assessment and other indicators.

   a. Program Student Learning Outcomes Assessment and Improvement Process and Actions

      i. First Program Name

      • OAA will enter the full learning outcomes, separated by semicolons.
Describe your key findings for these outcomes. (3000 characters or less)

Describe actions taken to improve student learning for these outcomes. (3000 characters or less)

Describe evidence that these actions are working. (3000 characters or less)

ii. Second Program Name

- OAA will enter the full learning outcomes, separated by semicolons.

Describe your key findings for these outcomes. Programs may enter “See above” if there is a significant overlap of outcomes. (3000 characters or less)

Describe actions taken to improve student learning for these outcomes. Programs may enter “See above” if there is a significant overlap of outcomes. (3000 characters or less)

Describe evidence that these actions are working. Programs may enter “See above” if there is a significant overlap of outcomes. (3000 characters or less)

b. Demonstrate program quality and improvement through other means, for example, maintaining specialized accreditation, using guidance from advisory boards/councils, responding to community partners and local needs, maintaining currency of the curriculum, implementing innovative program design, intentionally integrating high-impact teaching and learning practices into the program, and meeting indications of quality in distance education, such C-RAC Standards. (3000 characters or less)

4. Demonstrate student success and the closing of equity gaps.

a. Analyze and respond to the disaggregated data in the data sheet for your program. Provide clarifications or explanations for any positive or negative trends indicated by the data, and discuss what you are doing to close any equity gaps. The Student Success program review
metrics are Junior Graduation Rate, Associate Graduation Rate, Semesters to Degree – Graduate Programs, and Course Pass Rates by Course Level. (3000 characters or less)

b. Provide evidence of the overall success of students in the program, e.g., the percent of students who pass licensure examinations, the percent of students who go on to graduate school, the percent in post-graduation employment in the field or a related field. (3000 characters or less)

5. Demonstrate demand for the program.

a. Analyze and respond to the data in the data sheet for your program. Provide clarifications or explanations for any positive or negative trends indicated by the data, and discuss what you are doing to improve. The Demand program review metrics are Ratio of Out-of-Discipline Credit Hours to Total Credit Hours, Number of Program Graduates Who Continue Education, Number of Program Graduates Who Return to UAA to Pursue an Additional Program, and Gap between Job Openings and Degree Completions. (Note: Gap between Job Openings and Degree Completions not required for AY22 Program Reviews.) (3000 characters or less)

6. Demonstrate program productivity and efficiency.

Analyze and respond to the data in the data sheet for your program. Provide clarifications or explanations for any positive or negative trends indicated by the data, and discuss what you are doing to improve. The Productivity and Efficiency program review metrics are Five Year Degree and/or Certificate Awards Trend, Student Credit Hours per Full-Time Equivalent Faculty, and Full-Time Equivalent Student per Full-Time Equivalent Faculty. (3000 characters or less)

Optional: Discuss the extent to which, if any, extramural funding supports students, equipment, and faculty in the program. (2500 characters or less)

7. Assess program distinctiveness, as well as any duplication resulting from the existence of a similar program or programs elsewhere in the University of Alaska System. Is duplication justified, and, if so, why? How are you coordinating with UAA’s community campuses and the other universities in the system? (2000 characters or less)

8. Assess the strengths of your program and propose one or two action steps to address areas that need improvement. (3500 characters or less)
After completing the Program Section above, the program review committee chair should sign, date, and email this form to the dean, copying the committee members. If the program is fully delivered on a community campus, copy the appropriate community campus director(s).

Committee chair’s signature: ___________________________ Date: Select date.

END OF PROGRAM SECTION

DEAN SECTION (Due on April 1)

If the program is fully delivered on one or more community campus, the dean should consult with the director(s) of the campus. After completing the Dean Section below and signing it, the dean should email this form to the committee, and to uaa.oaa@alaska.edu. If the program is delivered on a community campus, copy the appropriate community campus director(s). The program has one week to provide an optional response to the Dean Section using the Program Optional Response section of this form.

Evaluation of Progress on Previous Recommendations

For each recommendation from the last program review, indicate if the recommendation has been met or has not been met and provide commendations and guidance as appropriate. (2000 characters or less for each recommendation)

Recommendation 1: OAA will enter the recommendations. Select a recommendation.

Recommendation 2: OAA will enter the recommendations. Select a recommendation.

Provide your analysis of #2-8 below, based on the data provided and the program’s responses above.

1. Centrality of the program. (1750 characters or less)

2. Program Quality and Improvement (1750 characters or less)

3. Student Success and the Closing of Equity Gaps (1750 characters or less)

4. Demand (1750 characters or less)
5. Productivity and Efficiency *(1750 characters or less)*

6. Duplication and Distinctiveness *(1750 characters or less)*

7. Strengths and Ideas for Moving Forward *(1750 characters or less)*

**Dean’s Final Evaluation**

I commend the program for: *(number and list the specific commendations in the narrative box, 1500 character limit)*

I recommend that the program: *(number and list the specific recommendations in the narrative box, 1500 character limit)*

**Dean’s overall recommendation to the provost:** Select from the following recommendations.

- If an Interim Progress Report is proposed, recommended year: Select N/A or Academic Year.
- If a Follow-up Program Review is proposed, recommended year: Select N/A or Academic Year.
- Proposed next regular Program Review: Select N/A or Academic Year.

*After completing the Dean Section above, sign, date, and email this form to the committee, and to uaa.oaa@alaska.edu. If the program is fully delivered on a community campus, copy the appropriate community campus director(s). The program has one week to provide an optional response to the Dean Section using the Program Optional Response section below.*

**Dean’s signature:** __________________________  **Date:** Select date.

END OF DEAN SECTION
PROGRAM OPTIONAL RESPONSE (Due within one week of receiving dean’s review)

Programs have the option to submit to the provost a response to the dean’s evaluation within one week of receiving the dean’s review, using the narrative box below.

Optional responses should be submitted to uaa.oaa@alaska.edu, with a copy to the dean. If the program is fully delivered on a community campus, copy the appropriate community campus director(s) as well.

Optional Response: (10,000 characters or less)

Program Signature: _______________________________ Date: Select date.

END OF PROGRAM OPTIONAL RESPONSE SECTION

PROVOST SECTION (Due on August 1)

After completing, signing, and dating the Provost Section of this form, email the completed form to the program review committee and dean, with a copy to uaa.oaa@alaska.edu for posting. If the program is delivered on a community campus, copy the appropriate community campus director(s) as well.

Provost’s commendations, additional or adjusted recommendations, if any, and other general comments (2000 characters or less):

Final decision: Select from the following decisions.

Provost’s signature: _______________________________ Date: Select date.