

**UAA ACADEMIC PROGRAM REVIEW**  
**Guidelines and Timeline**  
**AY2019**

Program review serves several purposes at UAA. It provides an opportunity for faculty to systematically talk about their curriculum and program, reflect on what has happened over the past several years, make recommendations regarding program improvement, and to voice their resource needs. It incorporates the annual process of Program Student Learning Outcomes Assessment, and allows faculty to examine whether or not ongoing improvements based on assessment findings have improved student learning over time. Program review is also an opportunity for administrators with responsibility for the program to review the program for performance and effectiveness and to engage the faculty in conversation about program quality and the program's goals for its future.

All academic programs 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.

Program faculty from all campuses where the program is delivered will be involved in the program review process.

The dean and appropriate director(s) will be involved for all programs delivered on more than one campus. In the case that a program is delivered solely on a community campus(es), the community campus director(s) will provide the completed review to the appropriate dean.

**SharePoint Site:** Program review data are available on the [IR-Reports SharePoint site](#). Program Review documents will be archived on the SharePoint site and be accessible for ongoing reference. To arrange for an orientation to the data file, please contact Ester Bayne at 786-1493.

**THE PROCESS AND TIMELINE:**

**September 15, 2018: Deans/Directors Establish Faculty Program Committees**

OAA will send letters to deans and appropriate director(s), charging them to establish faculty program review committees, select committee leads, and forward the Program Review Template to the leads. Committees will include program faculty from all campuses where the program is delivered. The dean/appropriate director(s) will send the list of committee leads and committee members to OAA.

Deans/directors will have the option to include an external review.

## **October 1, 2018: Programs with Specialized Accreditation Meet with OAA**

By October 1 the dean and/or director will schedule a meeting with OAA and the program chair to discuss the process for programs with specialized accreditation.

## **February 1, 2019: Program Review Templates Due to Dean/Director**

If the program is delivered solely on a community campus(es), the Program Review Template will be provided to the campus director(s) first. The director(s) will provide a copy of the program's completed template with commendations and recommendations to the dean. If the dean suggests changes to these documents, he/she will confer with the director and they will come to agreement prior to proceeding to the next level. If agreement cannot be reached, the provost will be informed.

**Full Program Review:** The faculty committee, in appropriate consultation with the program faculty at the campuses where the program is delivered, will complete the Program Review Template, which responds to University Regulation R10.06.010 and includes questions about centrality of program mission, quality, demand, program productivity, effectiveness, and efficiency.

**Specialized Accreditation:** Programs with specialized accreditation will submit a one-page overview that outlines how the specialized accreditation meets UAA program review requirements and will include the specialized accreditation status, the action plan resulting from the last self-study and visit, and progress to date on that action plan. Along with that one-page overview, they will submit as applicable the most recent self-study, the peer review committee's response, the program's response to the peer review, and the letter from the specialized accrediting body granting or reaffirming specialized accreditation.

## **March 1, 2019: Dean's Recommendations Due to OAA with Copies to Program**

Deans will submit a memo with commendations and recommendations, along with the program's completed template and other documents as applicable, to the provost. The memo will include an extended review plan for any program recommended for further review. The dean will copy the program, which will have two weeks to submit a response to OAA.

## **March 15, 2019: Optional Program Responses Due to OAA with Copies to Dean**

Programs may submit a response, if any, to the provost.

## **August 1, 2019: Provost Findings**

The provost will review the findings and either a) agree with the conclusions or b) request a meeting with the dean, appropriate community campus director(s) and others to discuss and finalize the recommendations and action plan. The provost will inform the program in writing

of the agreed upon recommendations and action plan. This memo will be public and will be the official record for the Program Review.

Programs not selected for continued review are finished and will be scheduled for review in the next 7 years.