

ELIZABETH CITY STATE UNIVERSITY
Division of Academic Affairs

Academic Program Review Guidelines

General

The University desires for all of its academic programs to continuously stay viable and productive. To this end, a review of all programs is conducted on a regular basis. The review is intended to constantly assess and improve degree programs. This is an essential part of providing an educational environment marked by excellence, and will serve all parties well, especially our students.

Scheduling Sequence

Programs will be reviewed on a biennial basis with approximately half of the total inventory of programs reviewed each year. Programs in the Schools of Arts & Humanities and Business & Economics will be reviewed in even-numbered years starting in 2012; programs in the Schools of Mathematics, Science & Technology and Education & Psychology will be reviewed in odd-numbered years starting in 2013. This means that all programs will be reviewed every two years. This provides a frequent, regular assessment, and is compatible with the state program review process.

Procedure

In the fall of each year (by September 15th), the Provost's Office will notify the Deans of the two Schools whose programs are to undergo review that year. The Deans should pass this information on to their Department Chairs and work with the Chairs to complete the Program Review and Assessment Form (see attached Appendix A) for each degree program. In the spring of each year (by February 15th), the Dean should submit to the Provost's Office Program Review and Assessment Forms for each and all programs in their School.

Program Review and Assessment

The Provost will review the Program Review and Assessment Forms and inform the Dean immediately if a serious problem is detected in any degree program. Otherwise, the Provost will perform an individual assessment of each degree program. This information and judgment will be used as the basis for budget recommendations given at the Academic Affairs Spring Budget Retreat. Such recommendations can include the allocation/reallocation of resources and positions. Usually, the Provost will share this information with the affected Dean and Department Chair prior to the Retreat.

Conclusion

The intended purpose of Program Review is continuous assessment and improvement of each academic program, so as to ensure constant excellence in all of the academic environment. The criteria for the review include both quantitative and qualitative factors. It is realized that each program has its own share of uniqueness and individual value. Each program will be reviewed individually and assessed for its singular performance and contributions.

****Special Note** – Programs, Departments or Schools which hold accreditation from a discipline-based national accrediting body are exempt from the Program Review process.

APPENDIX A

Program Review and Assessment Form

Directions: Please complete this form for each degree program under review. A response should be given for all items listed below.

Exact Title of Degree Program _____

CIP Number _____

Level and Type of Degree (B.A, B.S., M.S., M.Ed.) _____

- A. Centrality to Institutional Mission
 - 1. How important to the mission of the University is this program?
 - 2. Is there a demonstrated societal need for the program?

- B. Quality of the Program
 - 1. What is the quality of the program?
 - 2. What indicators are used to assess the quality of the program?
 - 3. Is there a national accrediting body for this program?
 - 4. What are the program goals and intended learning outcomes?
 - 5. Is there an end-of- or near-end-of-program assessment of student learning?
 - 6. Is there a formal feedback mechanism for key stakeholders (students, alumni, employers, graduate schools)?
 - 7. Is this feedback used for program improvement?

- C. Faculty Involved
 - 1. How many full-time faculty members teach in this program?
 - 2. How many part-time faculty usually teach in this program?
 - 3. How many of the faculty have the appropriate terminal degree (for both full-time and part-time)?
 - 4. What is the average teaching load of program faculty?
 - 5. What number of faculty have release time? What is the % release for each?

- D. Facilities/Equipment
 - 1. Is there adequate and appropriate space for the program?
 - 2. Is the necessary equipment available and in working order?

- E. Demand
 - 1. How many years has the program been in place?
 - 2. How many total students are currently enrolled in the program?
 - 3. What has been the annual number of graduates from the program for the last 5 years?
 - 4. What are the job prospects for graduates?
 - 5. Are there courses in the program which are essential supporting courses for other programs inside and outside of the department?
 - 6. Is this program offered off-campus, if so what is the enrollment?