



Policy: Program Review Policy

Effective: June 1, 2019

Policy Type: Administrative/Regulatory

Responsible Department: Academic Affairs Office

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**Policy:** Academic programs must conduct regular reviews of their effectiveness, faculty workload, student satisfaction, faculty satisfaction, and student learning. Departments, schools, and the institution will use these reviews in planning and development.

#### 1.0 Schedule of Review

- 1.1 Programs must be reviewed once every seven years.
- 1.2 Schedule for review will be established by the Dean of the School.
- 1.3 Programs may undergo additional review if required by the dean and/or provost for planning purposes.
- 1.4 Program Reviews will be due at the end of the Fall semester

#### 2.0 Program Review Responsibility

- 2.1 Program reviews are completed by a team that may include Deans, Department Chairs, Program Coordinators, faculty members, other institutional staff, or external reviewers.
- 2.2 The Dean of the Academic School of the program is ultimately responsible for overseeing completion of the Program Reviews.

#### 3.0 Process

- 3.1 Program reviews will follow the approved program review template.
- 3.2 Changes to the program review template must be approved by the chief academic officer.
- 3.3 Similar programs within a department may be combined into one Program Review with approval from the chief academic officer.
- 3.4 Programs with small enrollment numbers may be combined into one Program Review with approval from the chief academic officer.
- 3.5 Programs may submit specialized accreditation reports as a Program Review. This requires approval from the School Dean and chief academic officer.

#### 4.0 Use of Reviews

- 4.1 Regularly scheduled program reviews will be submitted to the academic dean, the chief academic officer, and senior administration for institutional planning and budgeting.
- 4.2 The board of trustees will receive the previous completed program reviews.