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INTRODUCTION

Program review is a data-driven process to help assess the overall quality and operational health of programs. The review process focuses on program quality and program efficiency, and incorporates elements from the Higher Learning Commission and the Ohio Department of Higher Education. Academic program review is meant to ensure the University of Toledo is providing distinctive, high quality programs through serious self-reflection on program strengths, weaknesses, and areas for improvement.

Academic program review at The University of Toledo is structured as follows:
- Degree programs are reviewed at least every seven years.
- Program review of externally-accredited degree programs will take place at a convenient interval prior to their next scheduled accreditation visit.
- Faculty leaders of degree programs prepare and complete a program self-study report.
- Additionally, programs that are 100% online may engage in the Quality Matters review process.

The scope of academic program review includes the following:
- Program framework/curriculum
- Faculty and staff
- Students
- Performance measures
- Ethical and professional practice
- Current Resources
- Strategic Planning

ACADEMIC PROGRAM REVIEW SCHEDULE

The seven-year schedule is developed in consultation with the dean of each college. The academic program review for accredited programs will usually occur prior to the accreditation review or mid-cycle review, so the review cycle for accredited programs will reflect their accreditation cycle rather than the seven-year default cycle. Under exceptional circumstances and with the approval of the dean and the Provost, a review may be extended or postponed.

PROCESS

The academic program review process includes the major steps outlined below. These steps are:

1. **Self-Study – Internal Review**
   The program will assemble a team, chaired by the program’s lead faculty member, to complete a self-study. Members shall minimally include program faculty and students; team members for graduate programs must include graduate faculty and graduate students. A self-study template is provided for programs to follow. Externally accredited programs may be able to incorporate their accreditation documents as part of the self-study. Heather Huntley can work with programs, departments, and colleges individually to avoid duplication of efforts between accreditation and program review.
The final document and all corresponding appendix items must be submitted, in .pdf format via email to Heather Huntley in the Office of Assessment, Accreditation and Program Review (OAAPR), at least two weeks prior to the scheduled program review team site visit. Programs should work with the college to determine any additional internal timelines.

2. Site Visit – External Review
With program input, the Office of the Provost will select a program review team consisting of up to three members external to the program with program expertise. A program review team reviews the self-study document, conducts a site visit, and issues a written report. Each site visit takes approximately one to two days. The OAAPR and programs will work together to set up the itinerary for the review team, and the OAAPR will make travel arrangements. OAAPR will cover the expenses of the external reviewers and site visits.

3. External Review Team Report
After the site visit, the program review team will issue a report that includes an overview of a program’s strengths, opportunities for improvement, and recommendations to the Office of the Provost. The report should be submitted to Heather Huntley after the site visit is completed.

4. Program Response
The program’s lead faculty member, with input from the applicable college dean, will prepare the program’s response to the external review team’s report. Each response will include an action plan with specific steps and a timetable for implementation. The response must be submitted to Heather Huntley by a deadline specified after the team’s final report is received. The program’s lead faculty member will oversee implementation of planned program improvements.

5. Action Plan Implementation and Follow Up
The University Academic Program Review Committee (UAPRC) is a faculty-led committee established by the provost in 2017. Membership of the UAPRC includes representatives from Faculty Senate, Graduate Council, and the University Assessment Committee as well as ex officio members from the Office of Assessment, Accreditation, and Program Review. The UAPRC provides a summary of the external report, program response/action plan/dean’s response to the provost. The provost and chair of the UAPRC meet with the dean and program director to review this summary and agree on action items. The UAPRC periodically follows up with the program and provides feedback as applicable.

**TIMELINE**

**Prior to scheduled review:**
- Program review orientation meeting
- Program provides suggestions for external reviewers and potential dates for the site visit
- OAAPR provides program data

**Two to three weeks prior to scheduled program review team site visit:**
- Program submits self-study report

**Approximately one month after site visit:**
- Program review site team issues final report
Deadline TBD after team’s final report is received:
  • Program submits a response to the final report, which includes a proposed action plan and timetable for implementation

After program response is received:
  • UAPRC summarizes external report and program response
  • Provost, dean, appropriate program leadership, and UAPRC leadership meet to discuss final outcomes
  • UAPRC follows up with the program at periodic intervals to check progress on items identified in the action plan

PRIMARY ROLES

Office of the Provost/Office of Assessment, Accreditation, and Program Review (OAAPR):
  • Maintain long-term schedule of academic program review by academic year
  • Provide orientation and logistical support to college and program; coordinate scheduling of visits
  • Provide program-level data for use in the self-study report
  • Select and contact members of external program review team
  • Provide funding for site visit/external reviewer costs
  • Review external review team’s report and the program’s response, forwarding documents as applicable
  • Program review policy oversight

College/Dean and Program:
  • Provide input in selection of external review team members
  • Participate in preparation of the self-study and corresponding documents and submit them to OAAPR at least two weeks prior to scheduled site visit
  • Assist in creation of itinerary for team visit
  • Prepare program’s response to the review team’s report, with dean’s input
  • Lead faculty member participates in post-visit follow up, including the program response and implementation of planned program improvement
  • Provide additional data as required

University Academic Program Review Committee (UAPRC):
  • Provide summary of external report, program response/action plan/dean’s response to provost
  • Review program follow-up documents at Year 1, 3 and 6 and provide feedback as applicable