



Academic Program Review Manual

2023 – 2024

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 every seven to ten years. Programs may be reviewed individually but are typically part of a larger department or grouping of programs.
- The review process for externally accredited degree programs will be modified to best-assist those programs in maintaining accreditation.
- 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 schedule is developed in consultation with the dean of each college. The academic program review for accredited programs will reflect their accreditation cycle rather than the seven- to ten-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, typically led by a department chair or program director, to complete a self-study. Members shall minimally include program faculty and must include input from students; team members for graduate programs must include graduate faculty and include input from 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. The Assistant Vice Provost (AVP) for Accreditation and Program Review 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 the AVP 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. External review team members should be considered experts in the field whose opinions will carry weight with the entire unit under review. Each site visit takes approximately one day, either in-person or virtual. The AVP staff and programs will work together to set up the itinerary for the review team, and the AVP staff will make travel arrangements or set up virtual formats as applicable. The Office of the Provost will pay for honorariums and any reasonable expenses incurred for site visits.

Site visits typically include the following:

- Opening orientation session with AVP
- Exit session with program leadership and AVP
- Tour of facilities or overview of applicable spaces
- Meetings with:
 - Provost or designee
 - Dean(s)
 - Department Chair/program director/applicable program leadership
 - Faculty
 - Students/alumni
 - Advisors, staff, or others as applicable

3. External Review Team Report

After the site visit, the program review team will issue a report based on the documents reviewed and the site visit. The report will include an overview of a program's strengths, opportunities for improvement, and recommendations for the future. The report should be submitted to the AVP for distribution to the dean and program leadership.

4. Program Response

The department chair or program director, with input from the applicable college dean, will prepare a 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 the AVP by a deadline specified after the team's final report is received.

5. Action Plan Implementation and Follow Up

The University Academic Program Review Committee (UAPRC) is a faculty-led committee established by the Office of 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 the Provost. The UAPRC provides the provost with a summary of the external report and program response/action plan/dean's response. The provost and chair of the UAPRC meet with the dean and program leadership to review this summary and agree on action items. A final, signed memo confirms the action items, responsible parties, and timeline for implementation. The UAPRC periodically follows up with the program and provides feedback as applicable.

TIMELINE

Prior to scheduled review:

- Program review orientation
- Program provides suggestions for external reviewers and potential dates for the site visit
- AVP 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 at periodic intervals to check progress on items identified in the action plan

PRIMARY ROLES

Office of the Provost/Institutional Effectiveness:

- 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, if needed
- Select and contact members of external program review team
- Provide funding for external reviewer honorarium and reasonable site visit expenses
- Review external report and the program's response, forwarding documents as applicable
- Program review policy oversight

College/Dean and Department/Programs:

- Provide input in selection of external review team members
- Participate in preparation of the self-study and corresponding documents and submit them to the AVP 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
- Leadership 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 to provost
- Review program follow-up documents at agreed-upon intervals and provide feedback as applicable

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