

**Procedure:** Academic program review



**Procedure Number:**

**Responsible Department:** Academic Affairs

**Effective date:**

**Scope:** All Academic Programs

This procedure is authorized by the university's policy on Academic Program Review. It outlines the steps in conducting the academic program review process.

#### (A) Overview

Academic program review supports the mission of the institution by ensuring each academic department conducts a detailed, organized, and thorough examination of the curriculum and related resources, to ensure quality in teaching practices and student success. Each individual curriculum review results in a detailed action plan based on targeted recommendations, developed to assist the academic department in their efforts to continuously improve their curricular offerings.

The review focuses on curriculum quality, efficiency, and sustainability, incorporating 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 educational offerings through serious self-reflection on curriculum strengths, weaknesses, and areas for improvement.

Academic program review at The University of Toledo for accredited programs is structured as follows:

- will substitute for the internal academic program review process; and
- will align with maintaining their accreditation.
- may request an internal academic program review prior to their accreditation review.

Academic program review at The University of Toledo for non-accredited programs is structured as follows:

- Departments and their corresponding major programs, certificates, and service courses (as applicable) are reviewed every six to eight years.
- The review process for externally accredited degree programs will align with maintaining their accreditation.
- Faculty leaders prepare and complete a departmental 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:

- Data Verification
- Identity
- Learning Outcomes and Pedagogy
- Program Effectiveness
- Program Planning
- Faculty Workload
- Resources
- Institutional Strategic Goals
- Findings

Academic program review differs from that of the program prioritization process in that program review focuses on continuous improvement of academic programs that have been identified for continued operation and/or investment. In contrast, the program prioritization process comprehensively examines all academic offerings of the institution to ensure alignment with the institutional mission and strategic priorities; to provide a framework for resource allocation across the entire academic enterprise; and to assist academic leadership in making informed decisions about which programs to support, expand, combine, or potentially phase out.

#### (B) 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 six to eight-year default cycle. Under exceptional

circumstances, and with the approval of the dean and the provost, a review may be extended or postponed.

(C) Process

(1) Self-Study – Internal Review

The department 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 are encouraged to incorporate their accreditation documents as part of the self-study.

The final document and all corresponding appendix items must be submitted, in .pdf format via email to the Office of Institutional Effectiveness at least two weeks prior to the scheduled academic program review team site visit. Departments 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 recruit a review team consisting of up to three members. 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 Office of Institutional Effectiveness and the individual department will work together to set up the itinerary for the review team, and the Office of Institutional Effectiveness staff will make travel arrangements or set up virtual formats as applicable.

Site visits typically include the following:

- Opening orientation session with Provost Office
- Exit session with program leadership and Provost Office
- 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 external review team will issue a report based on the documents reviewed and the site visit. The report will include an overview of a department's curriculum - strengths, opportunities for improvement, and recommendations for the future. The report should be submitted to the Office of Institutional Effectiveness for distribution to the dean and departmental leadership.

### (4) Departmental Response

The department chair or designee, 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 Office of Institutional Effectiveness by a deadline specified after the team's final report is received.

### (5) Action Plan Implementation and Follow-Up

The University Assessment and Program Review Committee (UAPRC) is a faculty-led committee established by the Office of the Provost to lead the program review and assessment of student learning processes. Membership of the UAPRC includes liaisons from each college and co-curricular service unit, 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 departmental response/action plan/dean's response. The provost and chair of the UAPRC meet with the dean and departmental 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 department and provides feedback as applicable.

## (D) Timeline

*(1) Prior to scheduled review:*

- Program review orientation
- Department provides suggestions for external reviewers and potential dates for the site visit
- Office of the Provost provides departmental data

*(2) Two months prior to scheduled external curriculum review team site visit:*

- Department verifies course and program curriculum information in CIM
- Department reviews alignment between data in CIM and individual program assessment plans
- Department verifies ODHE transfer assurance materials are in compliance with State law (Undergraduate only, if applicable)

*(3) Two to three weeks prior to scheduled external curriculum review team site visit:*

- Department submits self-study report

*(4) Approximately one month after site visit:*

- External program review site team issues final report

*(5) Deadline TBD after team's final report is received:*

- Department submits a response to the final report, which includes a proposed action plan and timetable for implementation

*(6) After department response is received:*

- UAPRC summarizes external report and departmental response, in initial memo with draft action items
- Provost, dean, appropriate departmental leadership, and UAPRC leadership meet to discuss final outcomes and action items
- Final memo with action items with responsible parties is issued to the department, college, and provost

- UAPRC follows up at periodic intervals to check progress on action items identified in the final memo

(D) Primary Roles:

(1) *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 department; coordinate scheduling of visits
- Provide data for use in the self-study report, if needed
- Select and contact members of external review team
- Provide funding for external reviewer honorarium and reasonable site visit expenses
- Review external report and the department's response, forwarding documents as applicable
- Academic program review policy oversight

(2) *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 Office of Institutional Effectiveness at least two weeks prior to scheduled site visit
- Assist in creation of itinerary for team visit
- Prepare department's response to the review team's report
- Leadership participates in post-visit follow up, including the departmental response and implementation of planned curriculum improvements
- Provide additional data as required

(3) *University Assessment and Program Review Committee (UAPRC):*

- Provide summary of external report, departmental response/action plan to provost
- Review departmental follow-up documents at agreed-upon intervals and provide feedback as applicable

Reviewed by:

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Name

Title

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Date

Initial effective date:  
Review/Revision Date:

Next review date:

*Review/Revision Completed by:*

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