

## **Program Review Committee**

### **Policies and Procedures**

#### *Membership*

Chair/Senator	1
At large	2
RCAS	1
BSB	1
CASS	1
BCHS	1

Representative of the Office of Institutional Effectiveness (ex-officio, non-voting)

VP of Mission and Ministry (ex-officio, non-voting)

Dean of Students representative (ex-officio, non-voting)

Voting Members: 7

#### *Responsibility*

To ensure the sustained quality and ongoing improvement of academic programs across the university, the Program Review Committee is responsible for monitoring and overseeing the academic program review process according to established policies and procedures.

#### *Policies*

1. The Program Review Committee (PRC) shall meet on a monthly basis, as needed, through the fall and spring terms.
2. The PRC Chair, as elected by the Faculty Senate, shall arrange the schedule each term and conduct each meeting.
3. Agenda items shall be determined by the Chair and the Office of Institutional Effectiveness (OIE) representative.
4. Minutes shall be taken at each meeting.
5. The committee shall maintain a list of programs eligible for review and review the list annually to ensure accuracy and to plan for the upcoming year.
6. All academic programs that confer a degree and that are not included in the scope of review conducted by an external special accreditor are expected to participate in Dominican's program review. A program must have had the authority to confer degrees for at least five years prior to its first review. In addition, select programs that do not

confer degrees and are not subject to an external accrediting body will be expected to participate in program review. These select programs will be determined by the Chair in consultation with the Provost and, if applicable, the corresponding dean. All programs participating in Dominican's program review are reviewed on a rotating basis by the PRC; each program is reviewed every six years.

7. At the end of each academic year, the Chair and OIE representative shall develop a summary report identifying primary issues and trends encountered in the program reviews conducted during the year. The report shall be submitted to the PRC for review and approval. Upon approval, the report shall be submitted to the Faculty Senate and the Provost.

### *Program Review Procedures*

*Note: The six-year program review process assumes the administrator and faculty of each unit have developed and maintained a program plan and collected data during the period since the last review of the program.*

8. OIE notifies the program administrator (the person within the program responsible for coordinating the program review, usually the program chair/director) and appropriate dean of a scheduled review one year in advance of the review.
9. Programs have the option of conducting either on-site or virtual external reviewer visits. The program administrator, after consulting with the faculty, provides the Director of Academic Assessment, Evaluation, and Achievement with a list containing the names and contact information of at least three potential reviewers. The list of potential reviewers should satisfy the following criteria:
  - the list is comprised of potential reviewers located within a one-day drive of the campus, if an on-site visit is planned,
  - the potential reviewers are listed in order of preference, and
  - the list should contain the names of at least three reviewers.

Upon receiving the list, the Director of Academic Assessment, Evaluation, and Achievement contacts in order the people on the list and identifies who will serve as the external reviewer. The program works with the Provost's Office in making arrangements for the reviewer's visit.

10. Two months before the scheduled external reviewer visit, the program will share a working draft of its self-study with the program's dean for comments and feedback.

11. The program administrator and faculty complete a final draft of the self-study, including both a written report and a summary presentation of evidence/data. One month before the external reviewer's visit, the program administrator distributes copies of the self-study to the external reviewer, the Director of Academic Assessment, Evaluation, and Achievement, the Provost, and to the appropriate dean.
12. The program administrator and faculty host the reviewer's visit. The program administrator in consultation with the external reviewer sets the visit agenda. The visit includes, but is not limited to, individual meetings with the Provost (or Associate Provost), the appropriate dean, and the PRC Chair.
13. As part of the external reviewer visit, the external reviewer will participate in an "exit" group meeting with the program chair/director, the appropriate dean, the PRC chair, and the Provost.
14. The external reviewer submits to the Director of Academic Assessment, Evaluation, and Achievement an evaluation report preferably within one month after the visit; copies are sent to the program administrator, the appropriate dean, the Provost, and to the PRC Chair.
15. The program administrator shall prepare a response to the external reviewer's report within one month of receipt of the reviewer's report. The program administrator submits the program's response to the Director of Academic Assessment, Evaluation, and Achievement.
16. In a timely manner, the PRC reviews all three documents and prepares a response; submits the response to the Provost, the appropriate dean, and to the program chair/director; and, if requested, the program chair/director can schedule a meeting with the PRC chair to discuss the response.
17. Approximately 3 years prior to the next scheduled review, the PRC via OIE solicits updates from the program chair and appropriate administrators regarding action items identified in the PRC's response to the program's review. Updates shall be reviewed by the PRC at its next scheduled meeting after receipt of the update report.

From page 143 of the Faculty Handbook:

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At large 2

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VP of Mission and Ministry, (ex officio; non-voting)

Division of Student Success and Engagement representative, (ex officio; nonvoting)

Voting Members 7

Duties: The Program Review Committee is responsible for those processes and procedures (described in Appendix 6.3.U [see p.176]) governing five-year program reviews, which are designed to ensure the quality and improvement of all academic programs across the University.

The Program Review Committee exercises its responsibility by:

1. Collaborating with the Office of the Provost and the Director for Academic Assessment, Evaluation, and Achievement to ensure that program administrators (and appropriate Deans or the University Librarian) are notified at least one year in advance of the year of the review, and that all guidelines, goals, and procedures for the review process are clearly understood by the immediate stakeholders;
2. Reviewing documents prepared by programs for their six-year review, including the internal review, the external reviewers' report, and the program faculty's response to the external reviewer's report;
3. Preparing a written report on all review documents, processes, interpretations, and recommendations, and submitting copies to the faculty of the program reviewed, the appropriate Dean or the University Librarian, the Office of the Provost, and the University President;
4. Providing general recommendations to the University President, the Office of the Provost, Deans, and other faculty committees regarding the academic programs of the University;
5. Serving as a resource for the Academic Affairs Committee of the Board of Trustees regarding academic programs across the University.