

Program Review Committee

Policies and Procedures

Membership

Chair/Senator 1

At large 2

RCAS 1

BSB 1

CASS 1

CHS 1

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

Director of the CTLE (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 five 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 five-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. 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,
 - 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. Upon request from the program, the PRC will review and offer feedback to the program regarding its draft self-study provided that the committee receives the draft two months before the scheduled external reviewer visit.
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 PRC Chair, 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, and the Provost.
14. The external reviewer submits to OIE 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 then submits the self-study, the external reviewer's report, and the program's response to the PRC Chair.
16. In a timely manner within the academic year, the PRC reviews all three documents and prepares a response; discusses its response with the program administrator and faculty; and submits the response to the Provost, the appropriate dean, and to the program chair/director.
17. Within one month after distributing the committee's response, the PRC Chair calls and hosts a meeting with the program chair/director, the corresponding dean, and the Provost to discuss the program's review.
18. 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.