



UCCS CAMPUS POLICY

Policy Title: Academic Program Review

Policy Number: 200-006

Policy Functional Area: ACADEMIC

Effective:

Pending

Approved by:

Venkat Reddy, Interim Chancellor

Responsible Vice Chancellor:

Executive Vice Chancellor of Academic Affairs (EVCAA)

Office of Primary Responsibility:

EVCAA

Policy Primary Contact:

EVCAA, 719-255-3121

Supersedes:

N/A

Last Reviewed/Updated:

December 1, 2004

Applies to:

Faculty

Reason for Policy: It is the policy of the University of Colorado Colorado Springs to review its academic programs for quality and effectiveness.

I. INTRODUCTION

It is the policy of the University of Colorado Colorado Springs (“University” or “UCCS”) to review its academic programs for quality and effectiveness.

II. POLICY STATEMENT

A. Purpose.

1. Every academic degree program shall be subject to Academic Program Review (APR). External accreditation reviews may be coordinated with or substitute for an academic program review. The goal of academic program review is to promote and maintain efficiently administered, high quality academic programs resulting in the establishment of recommended alternatives for program development. The review should:
 - a. identify strengths and weaknesses of academic programs;
 - b. provide constructive options for program development and modification;
 - c. address the program’s criteria for reappointment, tenure, promotion, and post-tenure review;
 - d. examine the program’s academic rigor and curriculum; and
 - e. review the program’s student learning assessment process.
2. APR shall be considered a basic planning document for the program under review, and may include major, minor, and supportive recommendations.

3. UCCS views program review as a mechanism for allowing the faculty in academic programs to hold each other accountable for quality, performance and for responsible use of scarce resources.
4. Where possible, appropriate and requested by both the center or program director and the unit chair, academic programs and centers affiliated with a particular unit may be reviewed at the same time as the unit. The unit and campus are expected to use the APR as a guide in making decisions regarding resource allocation, faculty staffing, program focus, admission standards, curriculum content, and other appropriate academic matters, subject to availability of resources, consistency with campus plans, and other factors.

B. Review Procedures.

1. Schedule. An annual schedule of academic programs to be reviewed as well as the program review budget shall be maintained by the Office of the Executive Vice Chancellor of Academic Affairs ("EVCAA"). Academic programs shall be evaluated at least once every seven years. The APR Panel chair will contact programs scheduled for review at the start of the semester prior to the review.
2. Support. The EVCAA, or designee, will maintain a schedule of reviews to be conducted and the budget for these, provide administrative assistance, participate in the reviews as appropriate, receive the reports, and convey the outcomes to the CU system office.
3. Program Review Panel.
 - a. The standing Program Review Panel ("Panel") shall be composed of regular, full-time faculty and have the responsibility of conducting APRs.
 - b. The Panel shall have a chair, appointed annually by the EVCAA. The chair will schedule reviews, communicate with prospective team members, appoint review teams, chair meetings of the Panel, and serve as liaison for the reviews.
 - c. Panel members shall include one faculty member each from Beth-El College, College of Business, College of Education, College of Engineering and Applied Science, Library, and School of Public Affairs, and three from College of Letters, Arts and Sciences, all appointed by the EVCAA upon the recommendation of their respective deans.
 - d. Panel members shall serve three-year terms, staggered so that there will be 2-3 new appointees each year.
 - e. Panel members will attend all meetings of the Panel, serve as a member of up to one review team per academic year, and contribute to Panel's discussion of all review reports.
4. Review Team.
 - a. The Review Team shall consist of three or more members:
 - i. One member of the Panel from a unit, school or college different from that of the unit being reviewed.
 - ii. Two or more external members, at least one from a Colorado institution.
 - b. The unit under review shall work with the chair of the Panel to develop a list of potential external reviewers.
5. Process. Each APR shall have the following components:
 - a. The unit under review shall prepare a self-study document, according to guidelines and timeline set by University policy and the Panel. This document shall be reviewed and accepted by the Panel, subject to the Panel's request for revisions.
 - b. The Review Team appointed by the Panel shall receive relevant materials (including the self-study) prior to a 2-day onsite visit.
 - c. The Review Team shall submit a written report to the Panel.
 - d. The unit under review and Dean will have the opportunity to comment on the Review Team's report.
 - e. The Panel shall compile the report of the Review Team, as well as the unit under review's and Dean's responses, and present all materials to the EVCAA.

6. Follow-up to APRs.
 - a. Once a year for three years following an APR, the academic unit will file a report with the Panel summarizing the changes made within the unit, the requests made for support, any results from those requests, and any outcomes resulting from changes.
 - b. The Panel will compile and summarize these changes, and submit them to the EVCAA.

III. KEY WORDS

Academic program: an organized curriculum delivered to an identifiable set of students under the authority of a recognized academic unit. All degree programs are automatically held to fit this description.

Academic unit: a school or college, or a group of faculty recognized within a school or college and organized to assume responsibility for one or more academic programs.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (“APS”) and Other Policies
 1. Board of Regent Policy 4C: Academic Program Review, <http://www.cu.edu/regents/4c-academic-program-review>
 2. APS 1019: Implementation of Regent Policy on Program Review, <http://www.cu.edu/sites/default/files/1019.pdf>
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval December 1, 2004