

## **Appendix G: Program Review Procedures**

Each university program will undergo a formal program review. This review will include the submission of program review materials by the home department to the Shepherd University Program Review Committee (SUPRC). The SUPRC consists of a chair, appointed by the Provost, and one member selected by the dean of each college. Membership is to be selected on a year-by-year basis. The Program Review Committee shall provide to all academic departments guidance concerning format for the program review and the program review schedule. The schedule for program review is set forth below. The forthcoming rotation of program review is also set forth below.

### **Process:**

The evaluation process, using the unit's self-study report, consists of two parts. The first is an internal review committee consisting of senior faculty members from the academic schools and an academic administrator who serves as the coordinator (chair). The second part involves external reviewers with specific expertise and experience who will complete a review during a one-day campus site visit. There is a SAKAI site allowing programs to upload PDF files. There are also sample program reviews available as resources. This electronic process allows committee members to view the documents more readily. Please be aware that external reviewers and SUPRC committee members *may* request additional information.

### **Campus Visit:**

The external reviewer meets with the chair of the SUPRC, college dean, department chair of the program being reviewed, faculty of the department, students in the program, Provost, and others as requested. This has also included the Dean of Library, the Dean of Teaching, Learning & Instructional Resources, as well as faculty from outside the department, and community members.

Following the campus visit, the external reviewer submits a final report to the SUPRC chair. The report of the external reviewer is attached to the department's self-study report, as is the final summary report of the SUPRC. Copies of the complete review are provided to the respective department chairs and the college dean to share with faculty members. Copies are also provided to the President and the Provost for presentation to Executive Staff and to the Board of Governors (BoG). In their evaluation, the SUPRC and the external evaluator review outlines the strengths, concerns (if any) and recommendations for enhancing the program.

**Board of Governor's Information:**

Pursuant to the Board's statutory responsibilities and also under HEPC Series 10, the Board is required to cause cyclical reviews of all academic programs. Under the provisions of Series 10, the Board should make one of five determinations regarding each program reviewed:

- 5.1.1. Continuation of the program at the current level of activity, with or without specific action; or
- 5.1.2. Continuation of the program at a reduced level of activity (e.g. reducing the range of optional tracks) or other corrective action; or
- 5.1.3. Identification of the program for further development; or
- 5.1.4. Development of a cooperative program with another institution, or sharing of courses, facilities, faculty, a no the like; or
- 5.1.5. If it recommends discontinuance of the program, then the provisions of Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply.

## **TIMELINE FOR PROGRAM REVIEWS**

- June 1** Each program scheduled for review in the following academic year will receive information from the SUPRC chair, as well as a PDF file of information from Institutional research. Information will be loaded into the program's folder located on the SUPRC Sakai site.
- September 15** Each department will submit at least 3-4 qualified names with their e-mail addresses, phone numbers and the name of qualified professionals to be considered as an external evaluator. The Shepherd University Program Review Chair (SUPRC) will contact the recommended external evaluators and will invite one to come to campus for a day.
- November 1** Departments scheduled for review will submit the self-study document to the Shepherd University Program Review Chair (SUPRC).
- **Prior to submitting the self-study to the SUPRC, all departments must have their program reviews proofed by the Executive Director of University Communications.** The Executive Director requires a minimum of two weeks to read all of the program reviews.
  - The file is to be submitted to the SUPRC as a PDF document, plus two bound copies for the external evaluator and for archival purposes.
- November 5** The SUPRC will distribute reviews to SUPRC members and will send the program reviews to the external evaluators. Committee Members will review all submitted documents and provide a written evaluation to the SUPRC. The external evaluator will also read the specific self-study documents sent to them. Each external evaluator will submit a written report after the scheduled site visit.
- Late Nov. -  
Early Dec.** Campus visit by external reviewers.

- January 25** Evaluation reports due from committee members and also from the External Reviewer. All reports are submitted to the SUPRC chair.
- February (TBD)** A meeting will be arranged with the committee members and the SUPRC chair to discuss the committee reports. The SUPRC will summarize the findings from the committee members and from the external reviewer. A report will be prepared for the Provost that will later be submitted to the institutional Board of Governors (BoG)
- March 1-15** The final program review summaries are turned in to the Provost. Information will be shared with the Executive Staff. A summary report will also be provided to the department chair of the program being reviewed, along with the college dean.
- April (TBD)** The SUPRC chair and Provost present the cyclical program reviews to the BoG. Deans and chairs of the departments being reviewed are requested to attend the Academic Affairs committee meeting prior to the overall BoG meeting in order to answer any questions that may arise.
- May 31st** Submission of institutional program reviews to the West Virginia Higher Education Policy Commission (WV-HEPC)