



California State University, Sacramento

Academic Affairs

ACADEMIC PROGRAM REVIEWS

New changes in:

- Section D and E
- Section F.2 – F.9

A. SELF-STUDY REPORTS

1. The Board of Trustees regulations require that every academic unit be reviewed on a regularly scheduled basis. Letters are sent by the Associate Vice President for Academic Affairs (AVPAA) to alert each department scheduled for program review to begin preparing its self-study and to compile a file of course syllabi and faculty resumes. The self studies are to conform to a common University format, including implementation of the university assessment policy (See: Self-Study Guidelines), and utilize data supplied by the University for program planning and evaluation.
2. A draft of the self-study should be forwarded to the Dean's Office for comment and prior to submitting the final report to the AVPAA. Six copies of the self-study report and two copies of the course syllabi and faculty resumes (secured binders) are to be submitted to the AVPAA in May prior to the year the program review will take place.
3. The AVPAA will distribute copies of the self-study report to members of the Review Team and the external consultant. One copy of the course syllabi and faculty resumes will be sent to the consultant and the other copy will be retained by the AVPAA and made available to the Review Team.
4. A unit may request that Academic Affairs synchronize its program review with its national accreditation review. The purpose of such a request would be to allow the use of the national accreditation self-study and visitor report to answer some or all of the self-study guideline questions. Such synchronization would mean scheduling the program review for the same year or the year following the national accreditation. In either case, the internal program review cycle should be similar to that of other programs, namely every six years.

For programs with an external accreditation, the Vice President for Academic Affairs may authorize acceptance of the external accreditation review in lieu of the campus program review. The appropriate College Dean or Academic Affairs may request a full internal program review. This policy will be in place for a period of three years (beginning Fall 2002), after which Academic Affairs will report back to the Faculty Senate regarding the effectiveness of the changes.

B. SELECTION OF REVIEW TEAM CHAIR AND MEMBERS

1. The AVPAA, in consultation with the Chair of the Curriculum Policies Committee, selects members to serve as Review Team chairs.
2. The AVPAA, in consultation with the Review Team chair, selects faculty members to serve on Review Teams.

3. Departments are invited to review and approve the Review Team membership.
4. Program Review Teams shall have a minimum of three and a maximum of nine members. A majority of the members shall be faculty.
5. The Review Team members are to be drawn from units other than the one being reviewed.
6. No more than one faculty member from a department or unit (unit is not to be defined as a College) shall serve on a Review Team.
7. Appointed members of Review Teams may disqualify themselves from service if they believe there may be a conflict of interest in serving.
8. Units being reviewed may request a change in membership of a Review Team if the unit presents reasons why a conflict of interest may be present in one or more of the team members.

C. EXTERNAL CONSULTANTS - Procedures

1. The program review shall use at least one external consultant and may use two as determined by the Associate Vice President for Academic Affairs.
2. The AVPAA writes department chairs to nominate potential external consultants.
3. The AVPAA requests consultant nominees from other AVPAAs in the system.
4. Letters are sent to the nominees to ascertain their willingness to serve. Copies of resumes are requested.
5. Copies of the nominees' resumes are sent to the department chair and Review Team chair for review.
6. After consultation with the department chair, the Review Team chair submits to the AVPAA two or three names of agreed upon potential consultants.
7. Upon approval by the AVPAA, the Review Team chair formally invites the potential consultant and ascertains possible dates for a campus visit.
8. The Review Team chair submits the name of the consultant finally selected to the AVPAA. The AVPAA will send a letter to the consultant confirming the appointment and outlining the process and procedures for the visit. A copy of the department's self-study report is sent to the consultant.
9. The Review Team chair should supply additional information requested by the consultant with the assistance of the office of the AVPAA.

D. CONSULTANT'S VISIT – Procedures

- 1. The department chair is the host for the consultant's visit and responsible for arranging transportation to and from the airport and hotel, and providing an escort to and from meetings.**

2. **The AVPAA schedules the introductory meeting with the Review Team chair and the AVPAA, the meeting with the college dean (or designee), the meeting with the associate vice president for research and graduate studies (if appropriate), and the exit interview. The proposed schedule is sent to the department chair and Review Team chair.**
3. **The department chair is responsible for arranging and scheduling additional meetings for the consultant with departmental personnel (chair, program coordinators, etc.) and students.**
4. **The Review Team chair will work with the department chair to reserve a time on the consultant's schedule for a Review Team meeting.**
5. **Lunch on the first day of the visit is scheduled by and with the department chair.**
6. **Lunch on the second day is with the Review Team chair and members of the Review Team. Arrangements will be made, if requested, by the office of the AVPAA.**
7. **The exit interview with the consultant, arranged by the AVPAA, will include the college dean, the department chair, the AVPAA, the associate vice president for research and graduate studies (if appropriate), and the Review Team. The exit interview must be taped. A tape recorder is available in the office of the AVPAA. Academic Affairs is responsible for taping the exit interview.**
8. **The department chair must submit the final schedule to the AVPAA one week prior to the consultant's visit. The AVPAA will send copies of the schedule to the consultant and the Review Team members.**
9. **The consultant is expected to submit to the AVPAA a written report of his/her findings and recommendations within two weeks of the visit. The AVPAA will distribute copies of the consultant's report to the department chair, the college dean, and the Review Team members.**

E. PROGRAM REVIEW TEAM - Procedures

1. **The Program Review Team examines the unit's self study and other relevant materials, conducts interviews and gathers additional information including the comments of the outside consultants.**
2. **The Program Review Team collaborates on a detailed substantive report reflecting both qualitative and quantitative aspects of all programs offered by the unit, including both commendations and recommendations. It is the responsibility of the Review Team chair to confer with as many team members as possible and to discuss the contents of the report with team members and the academic program faculty prior to final editing and subsequent submission to the Program Review Subcommittee of the Faculty Senate's Curriculum Policies Committee. The chair acts as a nonvoting consultant when the Review Team's report is under consideration.**
3. **The Chair of the Program Review Team's draft report is forwarded to the unit whose program(s) is being reviewed, the dean of the College of the reviewed unit and simultaneously to the Program Review Subcommittee. The unit and the dean are given two weeks to respond to the report, correct inaccuracies in fact or data, and take reasoned exception to judgments or conclusions drawn. Likewise, the Program Review Subcommittee has the same period of time to study the**

report, make further investigation, and to instruct the Review Team as to suggested additions, deletions, or modifications to the narrative of the draft report.

F. PROGRAM REVIEW OVERSIGHT COMMITTEE

MEMBERSHIP

1. **The Program Review Team chairs, a Faculty Senate appointee, and a representative from the Curriculum Policies Committee will comprise the Program Review Oversight Committee. Members will be appointed by the Curriculum Policies Committee upon recommendation from the Associate Vice President of Academic Affairs or designee. Care will be taken to stagger terms of members to ensure a membership that is sufficiently experienced.**
2. **The Oversight Committee will meet at the beginning of the semester for a general briefing of all Program Reviews for that semester and again at the end of the semester to hear review report summaries of all programs and to give advisement to one another regarding the wording of recommendations and potential conditional approvals.**

CHARGE:

3. **After conducting meetings with the department, and others as needed, and receiving the consultant's written report, the program Review Team chair prepares a draft report in consultation with the Review Team and a representative from Academic Affairs.**
4. **Recommendations should be made to the University, to the Dean, and to the department. At each of these levels, recommendations should be grouped into resource, curricular, or personnel categories. While the major focus of the Program Review is to evaluate the academic program, Review Teams should look at all issues.**
5. **Recommendations should be general rather than specific, and where possible, suggestions for solutions should provide examples of approaches rather than specific suggestions. For example, "The department should consider ways to reduce the faculty workload. This might consist of: consolidating small classes to reduce the number of course preparations, reviewing the number of academic categories individual classes meet, restructuring course enrollments so more flexibility might be achieved in allocating resources, and developing advising strategies so the advisement load is evenly distributed."**
6. **Typically departments would receive the full six year approval. If the Review Team determines that a department has serious issues warranting immediate resolution, a conditional approval may be granted. Conditional approvals should only be given to address issues that significantly impair a department's ability to offer an effective academic program. A one-year conditional approval will be given in cases where the issues in question are deemed to be critically in need of resolution and can reasonably be addressed in a short period. In all other cases, a three-year conditional approval will be given.**
7. **If a Program Review Team is to recommend a conditional approval, the Program Review Team chair must present the basis for the recommendation to the Oversight Committee. The Oversight**

Committee, excluding the chair of the review in question, will vote on conditional or full approval. A simple majority vote is required.

- 8. In the case of conditional approval, all conditions must be specific and clearly stated. Each must state exactly the conditions to be met, when the conditions must be met, and the consequences if the conditions are not met within the timeline specified. The Department in conjunction with the Dean of the College must develop and submit a plan for meeting the conditions within two weeks of notification by the Oversight Committee. The Program Review Oversight Committee must approve the plan. At the conclusion of the agreed upon timeline, the department will submit response to the Oversight Committee for review.**
- 9. The Program Review Oversight Committee will be responsible for reviewing any pending program reviews that have been given conditional approval in previous reviews. If the Oversight Committee accepts the report, the department's approval will be extended to the full six years. If the Oversight Committee concludes that the submitted report does not meet the specified conditions, the Committee will submit a statement of their conclusions to the Faculty Senate Executive Committee and the Associate VP of Academic Affairs for further action. Such actions as deemed appropriate might include discontinuation of a program or a curricular track within a program or censure by the Faculty Senate.**
10. After receiving the program review report, the AVPAA will distribute the draft report to the department chair and college dean, requesting a written response to the report within two weeks.
11. A copy of the dean's and department chair's responses will be sent by the AVPAA to members of the Review Team and the chair of the Program Review Subcommittee, along with a copy of the draft report.
12. The Chair of the Program Review Oversight Committee may, with the agreement of the program Review Team and the program reviewed that they have no substantive disagreements, declare a review complete and send it to the VPAA and the President and the Senate without panel evaluation of the draft review.
13. If deemed necessary by the Chair of the department being reviewed, a Panel is appointed by the Program Review Oversight Committee to evaluate the draft review. The Panel consults with the reviewed unit, the dean of the unit's College, the Program Review Team and other parties as the Panel considers appropriate. The Panel may take reasoned exception to the draft review narrative, and has full authority to delete, modify or add recommendations to the draft review recommendations.
14. Panels have authority to (1) accept either a program Review Team recommendation or a recommendation (or deletion) proposed by the department, or (2) devise alternative recommendations specifically related to the issue in dispute.
15. The Panel shall first submit its report to the Program Review Team so that the Team has an opportunity to make any editorial changes and correct any errors of fact suggested by the panel, and accept any substantive changes in recommendations made by the panel.
16. The AVPAA will forward a copy of the final report, along with a copy of the Panel's findings to the department for its files, to the Faculty Senate for its recommendations to the President for final action, and to appropriate administrators.