

NMHU
Undergraduate and Graduate
Program Review Procedures

Regular program review provides each academic program with an opportunity to evaluate its strengths and to ask for assistance with challenges it is facing. Furthermore, the Higher Learning Commission requires that “the institution maintains a practice of regular program reviews” (HLC Criteria for Accreditation 4.A.1). These reviews should be a help, and not a hindrance, to the program being evaluated. If the program includes a graduate component, both the undergraduate and graduate programs should be reviewed at the same time. The primary purpose of program review is the improvement of each program by evaluating the following areas:

- the mission of the program and how it relates to the mission of the institution
- the curriculum of the program and how it relates to the program and institution mission
- the contribution of faculty and staff to the mission of the program and the institution
- the assessment of student learning outcomes
- the future direction of your program

The program review narrative should provide an overview of the current status of an academic program based on its degree programs, curriculum, activities, and achievements *since its last program review*. The last program review should be included in an appendix. It is also the means by which the academic program maintains an ongoing plan for the future. The program review should include mechanisms for solving problems, building on existing strengths, and taking advantage of future opportunities. For non-accredited programs, an outside reviewer is highly recommended and should be coordinated with the VPAA. Nominees for consideration would come from the program faculty and/or the VPAA.

The program review should typically not exceed ten single-spaced pages, excluding appendices.¹ If your program is accredited, attach a copy of the latest accreditation report and an executive summary of that report. You may provide additional attachments (appendices) that you feel are necessary or helpful, such as outcomes assessment reports or strategic plans, and these *should be cited in your program review narrative*. At a minimum, all tenured/ tenure track faculty should review the program report prior to submission. If an external reviewer is participating in this review, he/she should receive a copy of the report prior to the visit. The external reviewer would also visit with personnel and students involved in the program.

Once the program review materials are submitted to the Academic Affairs Committee, the following protocol will be followed:

1. The AAC/subcommittee (and external reviewer, if included) will review the program materials.
2. The AAC/subcommittee will meet with the program chair and dean to discuss the program, clarify any elements or issues, and consider recommendations for the program.
3. The subcommittee will report to the full AAC on the program review.
4. The AAC/subcommittee will prepare a written evaluation with recommendations to the VPAA and the dean of the program. If the program being reviewed is a graduate program, the program review and the recommendation will also be shared with the Dean of Graduate Studies.

¹ Font size should be no less than an 11 point font.

5. The VPAA will schedule a meeting with the program faculties, chair, and dean to review the program(s). The VPAA will draft a written summary and response to the program review materials received, including her own assessment, observations, and recommendations for discussion at this meeting. The program may choose to invite representatives of the AAC if they desire. The external reviewer may participate by conference call, if desired.
6. After the meeting with the VPAA, a representative from the program will give a verbal report to the AAC.

Reviews of programs that are not externally accredited should follow the outline below. Externally accredited programs may choose to follow the same outline or to follow a model used by their accrediting agency, but they need to ensure that the categories below are addressed in their report.

Program Review Areas:

- I. **Abstract** (1 paragraph. A general description of the degree program(s) and snapshot of the scope and range of services provided by the academic program).
- II. **Program Values**
 - A. Discuss your program's vision, mission and values.(the mission should reflect what is unique to your field/discipline, and what the program intends to accomplish. *Please, no generic mission statements*).
 - B. Discuss how your program's vision, mission and values are connected to the university's mission, core values, and four core traits.

III. Program Competencies

For A-C, please provide the information as a table. Please obtain this information from the Office for Institutional Research.

- A. What are the major/minors/certificates in your program?
- B. How many students have been enrolled in each over the past five years?
- C. How many students have earned a degree or certificate in each over the past five years?
- D. What are the student learning outcomes for each of the programs mentioned in A? (Specifically and clearly name the 2 to 3 targeted student learning outcomes for each degree program. Where, in the required curriculum, would students likely gain an introduction, reinforcement, or assessment of the desired SLOs?)
- E. How are student learning outcomes measured and evaluated? (Briefly describe and give at least one example for each SLO).
- F. How are evaluations used for program improvement? (Briefly describe and give examples).

IV. Program Quality and Potential

- A. Summarize the expertise and experience of the faculty. Illustrate/highlight the faculty expertise in relationship to the degree program(s) (e.g., expertise in teaching major (core) courses, concentrations, and elective courses; mentoring UG/GR student research, etc.)
- B. Summarize the accomplishments and contributions of faculty, students and graduates.
- C. Discuss how your program contributes to the university, profession, and community. For programs/disciplines contributing to the UG core curriculum, include role/extent of contributions.
- D. Discuss how your program prepares students for professional careers or graduate school. If the program involves graduate teaching assistants, discuss their preparation and the mentoring provided by faculty. Address mentoring research assistants and graduate assistants in light of professional support.

E. Discuss areas of improvement, anticipated changes within the unit, and how the university can contribute to the success of your program. Identify external resources available, when possible.

F. Explain how you see your program changing *over the next five years*, what resources if any will you need to implement that change successfully, and whether there are internal reallocations within the unit that would help in setting new program directions.

G. Provide a cost analysis of the program. "Cost" must include student credit hours and the departmental budget, but we invite programs to include other items as well (e.g., grants, partnerships, cost-sharing, funded projects).

V. Recommended Appendices

1. Summary report of previous Academic Program Review. (In particular, previous findings, recommendations, and strengths).
2. External accreditation executive summary. Most recent copy available.
3. Abbreviated and current CVs for FT and term/visiting faculty. (Limit 2 to 3 pages).
4. SLO Matrices listing required courses in the major and where content, reinforcement and assessment occur.
5. FT faculty teaching expertise and courses offered in the major(s). (Using a matrix is recommended).