

## Longwood University Program Review Procedure

### Purpose of Program Review

The concept of quality enhancement is at the heart of the program review process and presumes programs to be engaged in an ongoing effort of improvement and demonstration of how well they fulfill their stated mission. To ensure educational quality, productivity, and continued effectiveness, each state-approved degree program will be reviewed. Programs accredited by professional agencies routinely undergo this review through a self-study process; all other programs will undergo an internal Program Review in a five-year cycle. The results of the Program Review will be shared with the Department Chair, Dean, and Provost for incorporation into the planning and budgeting process.

### Tenets of the Review:

- Report on information aligned with the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and the requirements of the State Council of Higher Education for Virginia (SCHEV), including assessment plans and results, professional development, faculty workload, and curriculum.
- Reflect and report on program mission, goals, and outcomes, and their alignment with the University mission and the priorities of the Longwood Strategic Plan.
- Obtain feedback from Longwood peers in other disciplines.
- Recognize and encourage assessment efforts.

### Timeline and Responsibilities

The Academic Assessment Reporting Schedule, posted on the Assessment and Institutional Research website, lists the year of review for each program. The Chair of the Committee on Academic Program Assessment and Review (CAPAR) will inform the Department Chair (and Program Coordinator if applicable) of the upcoming Review and provide a template for the Self-Study no later than **February 1** of the academic year preceding the Review Year.

The Program Self-Study and supporting documentation is due by **October 1**. A CAPAR subcommittee will review the Self-Study and document their recommendations. These recommendations will be sent to the Department Chair no later than **November 15**. The Program will have the opportunity to revise the Self-Study to address CAPAR feedback. The revised Self-Study and supporting documentation is due by **January 15**.

CAPAR will review revisions to the Self-Study (if applicable) and complete a Program Review Summation Report. In this Report, CAPAR will recommend either that the Program continue on the five-year review cycle, or that the Program address areas of urgent need through a Progress Report in two years. The signed Summation Report will be sent to the Dean, Associate/Assistant Dean responsible for assessment, and Department Chair, (and Program Coordinator if applicable) by **February 1**, at which time responsibility for completion of the Program Review process shifts from CAPAR to the Dean.

By **March 15**, the Dean will meet with the Department Chair to discuss the Summation Report and develop an action plan. In conjunction with the Provost and Vice President for Academic Affairs (PVPAA), the Dean will review and prioritize all action plans resulting from Program Review and Annual Assessment Reporting, for incorporation into the planning and budgeting process.

By **May 1**, the PVPAA, Dean, and Assistant/Associate Dean responsible for assessment, will sign each Summation Report, authorizing the subsequent review for five or two years. Academic Affairs will retain the signed Program Review Summation Reports.