

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Committee on Academic Outcomes Assessment and Program Review

TOPIC: Revised Program Review Procedures

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Last revised in 2011, this procedure requires updates to align with the University Assessment Policy (approved by the Board of Visitors in March 2018) and a new version (2017) of the SACSCOC Principles of Accreditation.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

This document describes the purpose of Program Review, the principles that guide it and the process followed, including deadlines and responsibilities. The proposed changes:

- (1) clarify the purpose of Program Review, including which programs go through the internal review process
- (2) specify and update deadlines for each step in the process
- (3) specify the responsibilities of CAPAR, department chairs, program coordinators, deans, and the Provost
- (4) incorporate the proposed name change of the Committee on Academic Outcomes Assessment and Program Review to Committee on Academic Program Assessment and Review (CAPAR)
- (5) remove inaccurate references (WEAVEonline) and specific examples or templates (tables, self-study prompts)

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The 2011 version includes inaccurate assessment deadlines and reporting mechanisms. Suggested changes 1, 2, 3 & 4 (above) align the Program Review procedure with the new University Assessment Policy, the most recent version (2017) of the SACSCOC Principles of Accreditation, and an updated FPPM description of the committee responsible for review. Suggested change 5 prevents the need for frequent revision by removing content that is inaccurate (e.g., WEAVEonline will no longer serve as the accreditation management system) or subject to slight yearly modifications (e.g., data table formats).

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

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.