Academic Program and Unit Review at UIS

Office of the Provost
Fall 2019
Why Complete A Program Review?

- The Illinois Board of Higher Education (IBHE) is authorized to undertake review of all existing units of instruction, research, and public service, to advise the appropriate governing board whether such programs continue to be educationally and economically justified. These activities are initiated at the campus level.

- Public universities are required to review all degree programs within a cycle of eight years and to submit a summary of each review to Academic Affairs staff. The reviews can lead to continuation of strong programs, corrective measures to address problem areas, and suspension or elimination of programs.

- See http://legacy.ibhe.org/aboutBHE/default.htm and http://legacy.ibhe.org/Academic%20Affairs/academicPrg/overview.htm
The UIS program-review process is consistent with nationally accepted best practices in unit evaluation, which include:

- Faculty control and direction of the curriculum.
- Expectations for curricular alignment to program learning outcomes and university mission.
- Identification and analysis of program strengths and areas for improvement.
- Enhanced feedback from multiple academic perspectives.
Three-Year Reviews (New Programs)

- Brief general description of the program, including learning outcomes, and any developments in the curriculum.
- Discussion of positive developments and challenges in implementation (student demand, changes for faculty, etc.).
- Plans for, or developments in, assessment of student learning.
- Analysis of performance measures including, if available: student enrollment in the program, enrollment in the courses associated with the program, pattern of course availability, number of credit hours generated by the program, and number of students completed (if any).
Eight-Year Program Review Process

- Committee on the Assurance of Student Learning (CASL) Review
- Program Review Self-Study
- Governance Reviews
  - College Curriculum Committee
  - Dean
  - Undergrad/Graduate Council
  - Campus Senate
  - Provost
- IBHE Report

- IBHE report
- Department reviews results from the previous cycle.
- Governance review Year 8
- Program review self-study Year 7
- CASL self-study Year 3
- CASL review Year 4
Key Take-Aways From This Workshop

- Start as soon as possible and create target dates.
- Respond to the issues raised in the program’s last review cycle.
- Use the self-study process and external feedback to reflect on your program, both in terms of strengths and also potential areas for improvement.
- Involve as many program faculty as possible in the evaluation and writing processes.
Additional Key Take-Aways

- Demonstrate how your program has used assessment of student learning, and analysis of data, to make curricular revisions.

- Analyze data, including enrollments, and identify trends.

- Acknowledge any program challenges, and what your program has been doing, or plans to do, to address these.

- Integrate other planning or accreditation processes into your review when applicable.
IBHE Requirements
See https://www.ibhe.org/assets/files/ProgramReviewGuidelines.pdf

1. A statement of program goals and intended learning outcomes;
2. An end- or near-end-of-program assessment of student learning, in addition to course-by-course assessment;
3. Multiple performance measures, if necessary, that reflect the uniqueness of academic programs and disciplines;
4. Feedback from key stakeholders (current students, alumni, employers, graduate schools, etc.);
5. Evidence of a formal feedback/improvement mechanism, i.e., that the program/unit has a regular review process in place, and that the results of this review process are used to improve curriculum, instruction, and learning;
6. Improvement to its capacity to efficiently and effectively deliver programs using technological innovation and comprehensive data systems; and
7. Findings and recommendations for improvement, suspension, or closure.
UIS Program Review Guidelines

- Program Objectives & Structure
- Assessment of Learning Outcomes & Curricular Revisions
- Student Characteristics
- Academic Support
- Faculty
- Learning Environment & Support Services
- Student Demand & Program Productivity
- Centrality to the Strategic Compass
- Costs
- Summary & Recommendations
Resources in Box for Your Use

- Your Original IBHE Program Proposal. (three-year reviews only).
- Your Previous Self-Study, College Curriculum Committee Memo, Dean’s Memo, Council Memo, IBHE Report, and MOU (if available).
- The PowerPoint and materials from this workshop.
- Program and Unit Review Guidelines, also available at: https://www.uis.edu/institutionaleffectiveness/academic-unit-program-review/
Data Elements: Office of Institutional Research


- Password protected: Password is “programreview”.

- Some data are currently available. Additional information will be loaded during the next four weeks.

- Contact Laura Dorman, Director of Institutional Research, for questions / further information.
Data Elements: CASL Assessment Report

- Programs should include the CASL report, or a summary, as part of the academic program review documentation.

- Programs should describe how CASL recommendations were implemented.

- For more information see the CASL website: http://www.uis.edu/assessment/
Other Possible Data Elements

- Annual Departmental Data Report (ADDR)
- Instructional Resource Metrics
- Accreditation Materials
- Program/Unit Surveys (or other relevant data)
Phase 1: Write Self-Study
September 2019 – February 2020

- **Step 1: Identify** self-study committee, lead writer, and coordinator. Email list to **Kimberly Craig** by October 7, 2019.

- **Step 2: Gather and analyze data.** Consult with Office of Institutional Research, Provost’s Office staff, and Dean’s Office as needed. Data should be identified and gathered by **November 4, 2019.**

- **Step 3: Write report.** Lead writer edits and compiles sections into the self-study. Drafting should be underway by **February 3, 2020.** Report should be completed by **March 2, 2020.**

**Kimberly** will be checking in with the designated coordinator on each of these dates for a status report.
Phase 2: Governance
March 2020 – April 2021

- All program review governance document submissions and approvals are to be routed via email through Kimberly Craig in the Provost’s Office at craig.kimberly@uis.edu.

- Kimberly will distribute materials to each governing entity and collect approval documents for tracking purposes.
Phase 2: Governance
March 2020 – April 2021

Step 1: Program or unit approves report by March 2, 2020.

Step 2: Coordinator emails report in WORD format to Kimberly by March 2, 2020. The email text must confirm the review has been approved by the program and contain that approval date. Kimberly routes the report to the College Curriculum Committee for review.
Phase 2: Governance
March 2020 – April 2021

Step 3: CCC reviews report and prepares a recommendation memo addressed to the Dean no later than October 26, 2020. Kimberly forwards report and CCC memo to Dean for review.

Step 4: Dean or Administrator reviews report, prepares memo outlining recommendations and forwards all materials to Kimberly by December 11, 2020. Kimberly forwards report and memos to Council for review.
Phase 2: Governance  
March 2020 – April 2021

**Step 5: Council reviews report.** Council invites program representatives and Dean to Council meeting to discuss report and answer questions. *(February, 2021).*

**Step 6: Council prepares memo** with comments and recommendations. Council forwards memo & report to Senate. *(March, 2021).*

**Step 7: Campus Senate** reviews program review documents. *(April, 2021).*

**Final Step:** Provost’s Office prepares MOU & IBHE Report. *(Summer 2021).*
Reviews of Minors & Certificates

- Program Description & Objectives
- Curriculum
- Students
- Faculty
- Student Demand
- Costs
- Quality & Productivity
- Recommendations
Unit Review Guidelines

- Background
- Faculty/Staff Contributions
- Centrality
- Facilities and Equipment
- Locational Advantages
- Comparative Advantages

- Cost/Revenue Relationship
- Quality of Service or Research
- Additional Productivity Considerations
- Recommendations
- Statistical Data
Questions?