



Academic Program and Unit Review at UIS

Office of the Provost
Fall 2021



Why Complete A Program Review?

Program Review is an IBHE Requirement

- *The Board undertakes periodic 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. Both of these activities are initiated at the campus or institutional level and reviewed by the appropriate governing board before being submitted to the Board staff for analysis and presentation to the Board of Higher Education.* <http://legacy.ibhe.org/Academic%20Affairs/academicPrg/overview.htm>



IBHE Requirements

- *Public colleges 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.*

<http://legacy.ibhe.org/Academic%20Affairs/academicPrg/overview.htm>

- For specific IBHE guidelines regarding program review see <https://www.ibhe.org/assets/files/ProgramReviewGuidelines.pdf>



Supported By Best Practices

- 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.



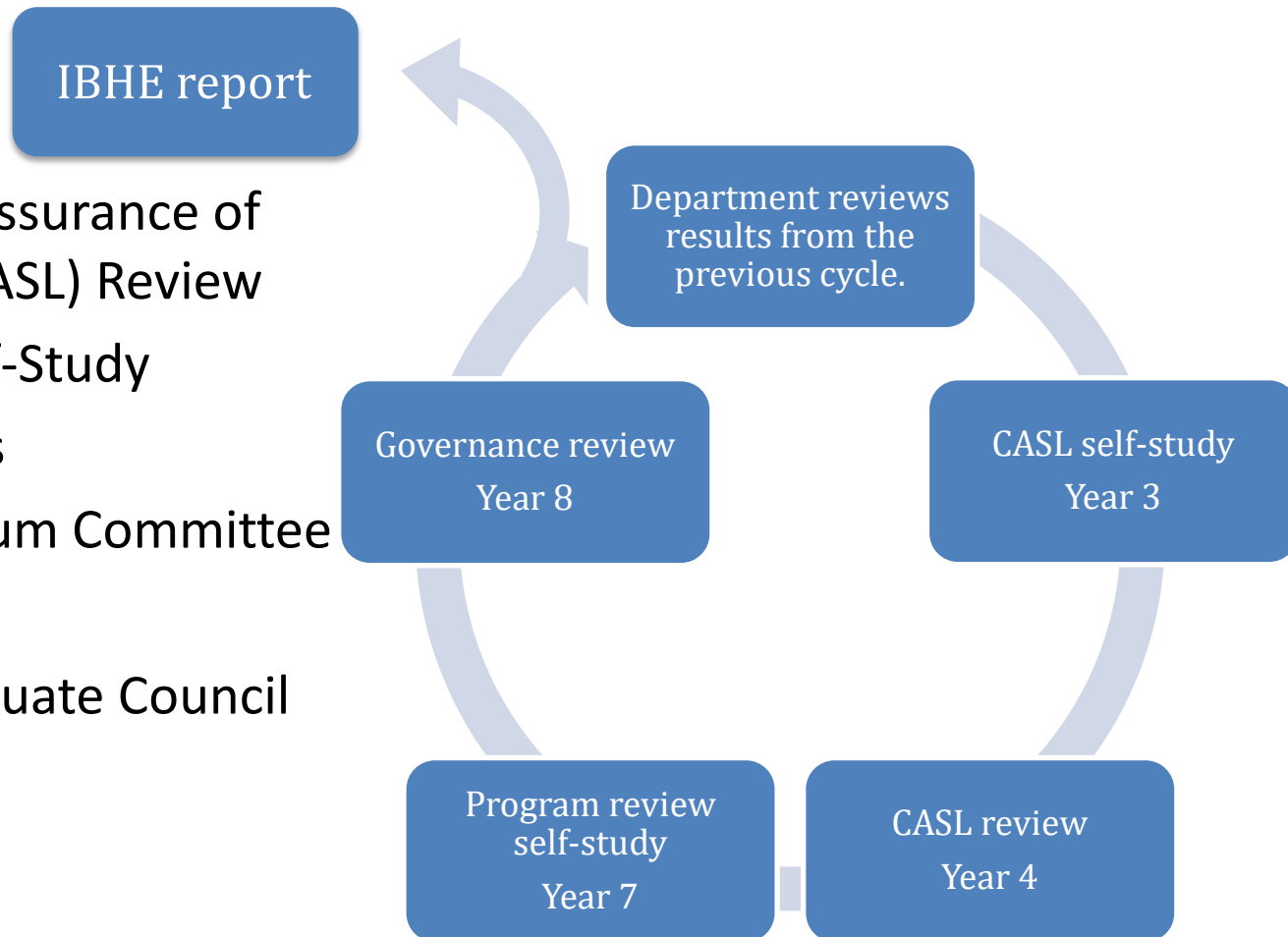
Three-Year Reviews (New Programs)

- 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





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.



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 Campus Mission (e.g. the Strategic Compass)
- Costs
- Summary & Recommendations



Externally Accredited Programs

- If your program is externally accredited, you may be able to save time and energy in preparing your Program Review.
- How? By using your accreditation documents as the basis for your self-study.



Externally Accredited Programs

Criteria for Using Accreditation Documents for Program Review:

- Your program has through the accreditation /reaccreditation process within two years of the time the self-study is submitted (an IBHE requirement).
- The application for accreditation/reaccreditation was successful.



Externally Accredited Programs

Next Steps:

- Review this crosswalk designed for programs that hold external accreditation:

<https://www.uis.edu/institutionaleffectiveness/academic-unit-program-review/>

- Contact programreview@uis.edu to learn more about this process.



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

- Located on the Institutional Research webpage within **Restricted Access**: <http://www.uis.edu/institutionalresearch/>.
- 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 at lgran1@uis.edu or 217.206.6005.



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/>



Phase 1: Write Self-Study

September 2021 – February 2022

- **Step 1: Identify** self-study committee, lead writer, and coordinator. Email list to programreview@uis.edu by **October 4, 2021**.
- **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 1, 2021**.
- **Step 3: Write report.** Lead writer edits and compiles sections into the self-study. Drafting should be underway by **February 7, 2022**. Report should be completed by **March 7, 2022**.

The **UIS Program Review Coordinator** will be checking-in with the designated coordinator on each of these dates for a status report.



Phase 2: Governance

March 2022 – April 2023

- All program review governance document submissions and approvals are to be routed via email through the **Program Review Coordinator** in the Provost's Office at programreview@uis.edu .
- The **Program Review Coordinator** will distribute materials to each governing entity and collect approval documents for tracking purposes.



Phase 2: Governance

March 2022 – April 2023

Step 1: Program or unit approves report by March 1, 2022.

Step 2: Coordinator emails report in WORD format to the Program Review Coordinator by March 1, 2022 at programreview@uis.edu . The email text must confirm the review has been approved by the program and contain that approval date. The Program Review Coordinator routes the report to the College Curriculum Committee for review.



Phase 2: Governance

March 2022 – April 2023

Step 3: CCC reviews report and prepares a recommendation memo addressed to the Dean no later than **October 25, 2022**. The Program Review Coordinator 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 the Program Review Coordinator by **December 10, 2022**. The Program Review Coordinator forwards report and memos to Council for review.



Phase 2: Governance

March 2022 – April 2023

Step 5: Council reviews report. Council invites program representatives and Dean to Council meeting to discuss report and answer questions. (February, 2023).

Step 6: Council prepares memo with comments and recommendations. Council forwards memo & report to Senate. (March, 2023).

Step 7: Campus Senate reviews program review documents. (April, 2023).

Final Step: Provost's Office prepares MOU & IBHE Report. (Summer 2023).



Reviews of Minors & Certificates

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

