


Academic Program Review

Process and Timeline

Timeframe	ACTIONS
March - May Prior Academic Year	<p>Initiate Program Review Process</p> <ul style="list-style-type: none"> ▪ The Planning, Assessment, and Analysis (PAA) department identifies departments that have academic program reviews that are scheduled during the upcoming academic year. ▪ The Assistant Vice President of Institutional Assessment and Planning (AVPIAP) notifies the Senior Vice President of Academic Affairs and Provost and College Deans. ▪ The College Dean, the Department Chair, and the AVPIAP meet to review the program review timeline, process, and report template. <p>Assemble Internal Program Review Team</p> <ul style="list-style-type: none"> ▪ The Department Chair begins to assemble the Program Review Self-Study Committee. ▪ The AVPIAP meets with the Department Chair and initial program review team members to review the PAA Office data resources.
August - September	<p>Launch Program Review</p> <p>Finalize Internal Program Review Team</p> <ul style="list-style-type: none"> ▪ The Department Chair finalizes the Program Review Self-Study Committee membership. <p>Conduct Program Review Pre-Planning Meeting</p> <ul style="list-style-type: none"> ▪ The AVPIAP provides an overview of the Program Review process for all departments/units under review in collaboration with the College Dean. ▪ The Millersville University Program Review Report Template is shared. ▪ The AVPIAP meets with the Department Chair and program review team members to review the PAA Office data resources. ▪ The AVPIAP invites faculty to submit data requests throughout the data collection process.
October - December	<p>Develop Program Review Draft Reports</p> <ul style="list-style-type: none"> ▪ The AVPIAP schedules check-in sessions with program review committees to answer questions and respond to data requests. ▪ The program review self-study team completes the first draft of the program review report. <p>External Reviewer Nominations – Preliminary</p> <ul style="list-style-type: none"> ▪ Program Review teams develop a list of 3 external reviewer candidates.
Due February 1	<p>Submit Program Review Self-Study Report Draft</p> <ul style="list-style-type: none"> ▪ After discussing the self-study report with department members: <ul style="list-style-type: none"> ▪ The Department Chair submits the draft program review report to the College Dean. ▪ The College Dean, Department Chair, and self-study team revise the draft until it is final. ▪ The College Dean must approve the final program review self-study report before it is submitted to the external reviewer. <p>Submit Program Review External Review List</p> <ul style="list-style-type: none"> ▪ In consultation with the Department Chair, the College Dean submits a list of 3 external evaluators to the Senior Vice President of Academic Affairs and Provost (Provost). ▪ Please provide CV of each suggested external reviewer with your request. <p>See Appendix A – <i>The Role of the External Reviewer and Reviewer Report Template</i></p>

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March-May	<p>External Reviewer Approval and Invitations</p> <ul style="list-style-type: none"> The Provost approves Academic Program Review external reviewers by March 1. The Department Chair and College Dean coordinate external reviewer invitations and contract. Departments send the approved program review self-study report to the external reviewer no later than two weeks prior to the visit. <p>Site Visit Scheduling</p> <ul style="list-style-type: none"> The department, in conjunction with the College Dean's Office, coordinates site visit arrangements. Academic Program Review site visits should include a meeting with the Provost. See Appendix B – Program Review and Accreditation Site Visits: Scheduling Procedure Detail-Provost's and President's Offices <p>External Reviewer Report</p> <ul style="list-style-type: none"> The external reviewer sends a report to the Department Chair and College Dean. Ideally, the external reviewer sends this report two to four weeks after the site visit. <p>Program Review Evaluation Report Discussion</p> <ul style="list-style-type: none"> The College Dean, Department Chair, and Self-Study Committee meet and discuss the self-study report, the external evaluator's report, and budget implications. Based on findings, department faculty modify the five-year action plan. The College Dean prepares a written response to accompany the self-study report. <p>PASSHE Program Review Signature Page</p> <ul style="list-style-type: none"> The Department Chair completes the PASSHE signature page and secures signatures.
June	<p>Final Program Review Document Collection</p> <ul style="list-style-type: none"> The Department Chair emails <u>all</u> Program Review documents in <u>one email</u> to the Provost and the AVPIAP by June 30. <p>All Program Review documents include:</p> <ol style="list-style-type: none"> Final Department Program Review Self-Study External Reviewer Report College Dean's Written Response Five-Year Action Plan PASSHE Signature Page Accrediting Body Letter of Reaccreditation (Program Specific, may be after June 30) 
July - August	<ul style="list-style-type: none"> The AVPIAP submits the PASSHE Signature Page to PASSHE. If your program receives a formal letter of reaccreditation from your accreditor, this will also be submitted to PASSHE if available.
September - October	<ul style="list-style-type: none"> The Department Chair shares findings and the five-year action plan with the department. The AVPIAP collects missing documentation from Department Chairs and College Deans. After October 15, the AVPIAP will send monthly emails to Department Chairs and College Deans requesting an itemized list of missing documentation.

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Appendix A – The Role of the External Reviewer and Reviewer Report Template

External reviewers are asked to submit a final written report to the College Dean within two to four weeks of the site visit. Please share the following report format with the reviewer when the reviewer is invited to campus. The reviewer is welcome to adjust the format as deemed appropriate.

- 1. Process** Provide a brief overview of the structure of the review including details about the groups or individuals who were interviewed.
- 2. Review of Academic Programs** Please analyze the program's curricula and student learning outcome evidence to answer the following questions:
 - a. What is your overall assessment of the quality of graduates produced by the programs in the department? On what evidence is this based?
 - b. Do the department's learning outcomes reflect the current state of the discipline?
 - c. Is the evidence of learning sufficient to address the degree to which students are achieving the learning outcomes?
 - d. Is the curriculum current and in alignment with other similar programs in the country? Do you have specific recommendations regarding the curriculum?
- 3. Strategic Planning** This review process is intended to be forward looking in its orientation and thus your feedback on the department's strategic plan, especially the five-year goals and achievement tasks, is of particular interest.
 - a. Are the goals achievable within the available resources?
 - b. Are the tasks well aligned to meet the goals?
 - c. If there are goals that would require additional tasks, please comment on the value they represent to the university.
- 4. Challenges** The challenges should relate specifically to the department's ability to meet the goals of its own strategic plan.
- 5. Opportunities** These are the specific recommendations designed to assist the department in achieving its goals.
- 6. Recommendations** Please provide specific recommendations to the department, school, and administration regarding all aspects of a program's impact on students as reviewed during the visit.

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Appendix B – Program Review and Accreditation Site Visits

Scheduling Procedure Detail-Provost's and President's Offices

Academic Program Reviews

- Notify the Provost – As soon as the approximate date of the visit is known, notify the Provost's Office of the expected timeframe (i.e., 'March 20XX').
- Scheduling the Visit – The Dean's Office should work with **Executive Associate to the Provost, Rachel Opala**, to determine the Provost's availability. Once the Provost's meeting is scheduled, the remaining appointments can be arranged. The Provost should be scheduled to meet with the program reviewer and appropriate College Dean toward the end of the visit for a summary of findings.
- 3 weeks prior to visit: The College Dean's Office will provide the Provost with a copy of the Self-Study Draft and the CV of the each program reviewer.
- Upon Receipt of the Reviewer's Formal Report: The College Dean and Provost should receive a copy of the Reviewer's Report and the final self-study report (The Dean will meet with the Department to discuss both and convey information discussed to the Provost).

Accreditation Site Visits

- Notify the Provost – As soon as the approximate date of the accrediting body's visit is known, notify the Provost's Office of the expected timeframe (i.e., 'March 20XX').
- Scheduling the Visit – The College Dean's Office should work with **Executive Associate to the President, Pietra Jamison**, to determine the President's availability and the **Executive Associate to the Provost, Rachel Opala**, to determine the Provost's availability, in that order. The remainder of the appointments can be arranged once the Provost's and President's meetings are scheduled.
- 3 weeks prior to visit: The College Dean's Office will provide the Provost with an executive summary, the site team schedule, and short bios of the team members. The executive summary should provide highlights of the report, identify strengths and weaknesses, and indicate any anticipated questions/areas of focus and suggested responses. If there are issues that the College Dean expects the site visitors to raise, those should be also identified.
- 2 weeks prior to visit: The Provost will submit the information to the President's Office.