

Administrator's Planning Considerations for Program Review

Below are some estimates of the amount of time and effort that the Academic Program Review process will require to implement at the school/college level, along with some items for consideration when allocating this work among faculty and staff.

Overview of changes to the Program Review cycle:

- 4-year cycle: Full review and SLOA, Program Support, Mid-cycle update and SLOA, Program Support
- Culture Shift: Program Review will focus on program self-reflection, growth, and improvement (versus threat of cuts). We are actively interested in reducing faculty trauma and burn-out associated with Program Review.
- Departmental reports will be submitted through an online portal where data visualizations and feedback from prior reports will be provided to programs.
- We aim to lay out a process where faculty and staff time involved in Program Review can be anticipated and planned for beginning in the spring prior to the academic year's reviews.
- It is important to equitably value Student Learning Outcomes Assessment and Program Review contributions by faculty, and to value the effort of coordinating these processes at the dean's or director's office level. Each necessary task should be clearly communicated to the assignee, and the timeline of reviews should be taken into consideration to ensure that the individuals assigned those tasks have the capacity to complete their responsibilities.
- In many cases, the effort involved will vary depending upon the number of departments or programs that are scheduled to undergo full review, and in some cases how the school or college has chosen to conduct those tasks (eg. the selection of the review committee members).

Writing a departmental Program Review report:

- According to the UAF Department Chair Policy, Student Learning Outcomes Assessment and Program Review reports fall under Department Chair responsibilities.
- The preparation of the report should involve all faculty of the department, not just the chair or head, so multiple departmental faculty will list SLOA and PR on their workloads.
- It is up to each Department Chair or Program Head to determine how to allocate the labor/writing of Program Review reports among department faculty.

College-wide Program Review Committee Service and Facilitation:

- Each college will have a committee that reviews the programs that are in the full review phase of the cycle.
- The Faculty Senate has outlined the following guidelines and policy for assembling college/school review committees: These committees will be formed by the Dean or Director in consultation with the programs within the College or School. Each program within the College or School will put forward their recommendation of faculty members to serve on the committee. The Dean or Director shall choose from these

recommendations. The committee will consist of these faculty members, one faculty member from outside the unit, and a Dean or Director or Dean's or Director's representative external to the school or college as an ex officio member.

- We anticipate committee members to spend a significant amount of time on this committee, with tasks including: reading program reports prior to committee meetings, discussion of programs during committee meetings, and writing program feedback and recommendations. We anticipate each report submitted for full review in a given year taking 1-3 hours of committee member work time to review.
- It will likely require support from a staff member to coordinate training for this committee, schedule its meetings, and communicate with the Accreditation and Assessment Office as needed.

Financial Data Provision and General Data Support:

- In the late summer, fiscal officers and/or executive officers or their equivalent will need to complete and submit a financial data template for all programs that are coming up for a full review in the coming year's cycle.
- Each school or college should have a designated point of contact to assist departments with reviewing and interpreting their program's data, both academic and financial. This person will undergo training and will act as a data liaison with the PAIR office for data questions and corrections. They may also assist review committee members with understanding data and drawing conclusions.

Communication, Planning and Support:

- Notification of departments scheduled to undergo a full or a mid-cycle review in the coming year should be scheduled for the prior spring. Notification to department chairs should happen after the chairs for the upcoming year have been elected, in cases where there is changeover.
- Outreach to department chairs and program heads about mid-cycle or full review processes, deadlines and overall timeline should be planned for early fall. The person who sends this outreach should be prepared to act as a main point of contact for departmental questions.
- Training for department chairs, and for review committee members, will need to be scheduled and facilitated with the Accreditation and Assessment office.
- As the school/college committee conducts the reviews, the dean's or director's office will need to notify the Accreditation and Assessment Office by March 1 whether any programs have been forwarded to the university-wide committee for review.