

as amended and underlined on page 2

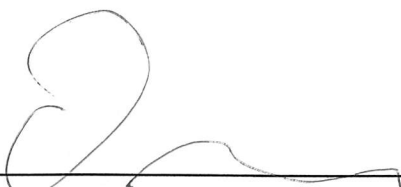
The UAF Faculty Senate passed the following at Meeting #219 on December 5, 2016:

MOTION:

The UAF Faculty Senate moves to approve an updated procedure to accomplish the program review process as required by Board of Regents Policy and UA Regulations (10.06).

Effective: Spring 2017

Rationale: The existing process was modified at Meeting #181 (March 5, 2012) to accommodate a five year review cycle. The revisions below are intended to ensure faculty input, and clarify the role of the Faculty Senate in program eliminations. The Program Review Template as well as the BOR Policy for 10.06 have also changed since the last Faculty Senate motion in 2012, and current versions are included.



President, UAF Faculty Senate

APPROVAL:



Chancellor's Office

DATE: December 8, 2016

DISAPPROVED:

Chancellor's Office

DATE: _____

Additions: ***bold italics***

Deletions: **~~bold strikethrough~~**

The program review process ~~will~~ **shall** be completed as follows:

1. An initial ~~brief~~ review based on centrally generated productivity and efficiency summary and a unit ~~supplied~~ ***provided two-page brief*** narrative describing mission centrality, the prospective market for graduates, the existence of similar programs elsewhere in UA, and any special circumstances that explain features of the centrally generated productivity and efficiency summary (see attached program review template for more details). The information reviewed

meets the Board of Regents Policy and Regulation (10.06; ~~attached current PDF posted with motion~~). A single Faculty Program Review Committee **shall be** comprised of one ~~tenured~~ faculty representative from each college and school (not including CRCD) plus ~~five CRCD representatives~~ **one representative from CRCD and one representative from CTC**. **The Faculty Program Review Committee shall be nominated by the Provost in consultation with the deans and directors, and, once formed, the list of committee members shall be submitted to the Faculty Senate for comment, and finalized by the Chancellor. The Faculty Program Review Committee will shall** review the materials and make one of the following recommendations:

- Continue program
- Continue program but improve outcomes assessment process and reporting
- Continue program but improve other specific areas
- **Modify program through consolidation with another program or other significant re-organization**
- **Suspend admissions to program or**
- Discontinue program

The Faculty Program Review Committee shall allow up to two representatives from the program under review to attend the meeting and to answer questions. The Faculty Program Review Committee will shall provide a brief narrative justifying their recommendation and describe any areas needing improvement prior to the next review. **A summary of the recommendation shall be shared with the program under review and the Faculty Senate President, who may request a copy of the full narrative. The Faculty Senate President, in consultation with members of the Faculty Senate Administrative Committee, then has the option to send a response to the Provost within two weeks. The program under review also has the option to send a response to the Provost within two weeks.**

2. An Administrative Program Review Committee comprised of the Deans of Colleges and Schools and ~~4~~ **four** administrative representatives from CRCD **will shall** review the recommendations of the **Faculty** Program Review Committee, may request additional information from ~~about~~ the program, and **will shall** state their collective agreement or disagreement with the Committee's recommendation.

3. The Provost, in consultation with the Chancellor's Cabinet, **will shall** review the recommendations of the Faculty Program Review Committee, **the Faculty Senate President**, and the Administrative Program Review Committee and take one of the following actions:

- a) Program continuation is confirmed ~~until the next review cycle~~.
- b) Program continuation with an action plan prepared by the program and Dean to meet improvements needed by the next review cycle. Annual progress reports will be required in some cases. Actions may also include further review by an ad hoc committee.
- c) **Other actions, such as a major program restructuring. An action plan shall be required by the end of the next regular academic semester after a request for restructuring or similar action is made.**
- d) Recommend to discontinue program. ~~Program deletion will require Faculty Senate~~

~~action. However, w~~ When appropriate, admissions may be suspended pending action.

4. Faculty Senate reviews the recommendations to discontinue or suspend programs and states their collective agreement or disagreement with the Chancellor's Cabinet's recommendation. If the Faculty Senate disagrees, it shall provide an alternate recommendation by the end of the semester in which the Chancellor's Cabinet's recommendation is made.

5. The Chancellor reviews all levels of recommendations and decides whether to recommend program discontinuation to the Board of Regents.

Copies of the following are attached to hard-copy printed motion:

Link to current Instructional Program Review Template

Link to BOR Policy and UA Regulation 10.06

PROGRAM REVIEW 2016-17

DEPARTMENT:

PROGRAM:

DEGREE:

I. PROGRAM PRODUCTIVITY AND EFFICIENCY

- 1) Discuss or provide context for the following components of the PAIR data, and provide an explanation of any numbers that may seem out of place given the size and capacity of your program:
- Total SCH
 - Number of majors
 - Number of degrees
 - Time to degree
 - Department budget
 - FTEs

If the data do not accurately reflect the program, explain why not. Also, discuss trends, e.g., is enrollment growing or decreasing? Why?

[Please type your response here]

- 2) Describe the way this program fits into the department as a whole.
What other programs are offered in the department and how are they connected with this program?
What percentage of faculty and staff time is devoted to this program as opposed to others offered?
What are the budgetary needs associated with this program in particular, e.g., how many faculty teach exclusively or predominantly the courses required for this program?
Do those courses meet requirements for other programs?
Are there any special equipment, space, commodity or other needs associated with the program that are not covered by student fees?

[Please type your response here]

- 3) Does this program have sufficient resources (people, space, time, funding, student interest) to adequately meet its objectives in a sustainable manner?

[Please type your response here]

- 4) Describe the productivity of the program faculty in publication, scholarship, teaching, funded research and service. Mention specific Unit Criteria if they will help the committee to assess the level of scholarly productivity. List any grant funding associated with the program faculty during the review period.

[Please type your response here]

II. NEED FOR PROGRAM

- 1) UAF'S mission and Core Themes are attached. How does this program contribute to that mission and those themes? Is this program uniquely central to the mission?

[Please type your response here]

PROGRAM REVIEW 2016-17

DEPARTMENT:

PROGRAM:

DEGREE:

- 2) List any active academic, community, or industry partnerships associated with this program, and briefly explain what the partner contributes (including but not limited to monetary and in-kind contributions).

[Please type your response here]

- 3) Is this program duplicated within the UA system? If there is another program within the system, does this one have any important differences from the other program(s)?

[Please type your response here]

- 4) Describe the demand for the program by students and the prospective job market for program graduates. (For assessing the job market, you may find the following publication useful (<http://labor.alaska.gov/trends/>), particularly their annual employment forecast. The national Bureau of Labor Statistics also has potentially applicable information (<http://www.bls.gov/ooh/>). If your program tracks actual job placement of its graduates, please provide that information. However, it's recognized that not all degrees qualify recipients for specific occupations, so in some cases, you may need to address this question in broader terms, e.g., what skill set does the degree represent? What kinds of jobs are graduates obtaining?

[Please type your response here]

III. MISSION FULFILLMENT

Attach the most current Student Learning Outcomes (SLOA) plan and most recent SLOA summary.

REGENTS' POLICY
PART X – ACADEMIC POLICY
Chapter 10.06 - Academic Program Review

P10.06.010. Academic Program Review.

- A. In accordance with P10.04.020, it is the responsibility of the board to review and cause the initiation, augmentation, reduction or discontinuance of programs according to the mission of the university and its constituent institutions. This includes a degree or certificate program approved by the board.
- B. Each MAU will conduct assessments of all instructional, research, and service programs with respect to quality, efficiency, and contribution to mission and goals. Assessments of instructional programs will include analysis of educational effectiveness as an essential part of the ongoing continuous improvement and accreditation processes. Assessments will be conducted at a minimum of every seven years. Occupational endorsements and workforce credentials approved by the president will be subject to review at the MAU level.
- C. Exceptional reviews may be conducted as needed, to respond to issues including but not limited to specific academic or budgetary concerns. An expedited review process tailored to the particular circumstances shall be used for exceptional reviews.

(04-04-14)

P10.06.020. Educational Effectiveness.

- A. To improve the effectiveness of its educational programs and the fulfillment of its mission and objectives, each MAU will regularly undertake studies of the impact of its academic programs on its students and graduates.
- B. MAUs will describe achievements expected of their students and adopt reliable procedures for assessing those achievements. Assessment practices will be coordinated among MAUs. An annual report on the implementation and results of assessment practices will be provided to the board. Assessment outcomes will be used in program and institutional planning.

(04-19-96)

UNIVERSITY REGULATION
PART X – ACADEMIC POLICY
Chapter 10.06 - Academic Program Review

R10.06.010. Academic Program Review.

A. Purpose

This regulation suggests the elements each campus of the statewide system should employ in its review of academic programs.

B. Elements for Evaluation

The programs of each of the university's major units follow from its respective mission (Policy 01.01); changes in programs should be consistent with and guided by these mission statements.

The necessary elements that a unit should assess during the program review process include the following:

1. Centrality of the program to the mission, needs and purposes of the university and the unit;
2. Quality of the program, as determined by the establishment and regular assessment of program outcomes. Outcomes should be comprehensive, and indications of achievement should involve multiple measures and satisfy the properties of good evidence.
3. Demand for program services, as indicated by measures such as: credit hour production appropriate to the program's mission, services performed by the program in support of other programs, graduates produced, the prospective market for graduates, expressed need by clientele in the service area, documented needs of the state and/or nation for specific knowledge, data, or analysis, other documented need;
4. Program productivity and efficiency as indicated by courses, student credit hours, sponsored proposals and service achievements produced in comparison to the number of faculty and staff and the costs of program support;
5. Timeliness of an action to augment, reduce or discontinue the program;
6. Cost of the program relative to the cost of comparable programs or to revenue produced;
7. Unnecessary program duplication resulting from the existence of a similar program or programs elsewhere in the University of Alaska statewide system.

C. Process

1. Each chancellor shall be responsible for setting an academic program review process in place at his/her campus or unit. Results of the process shall be utilized for budgeting and planning purposes of the unit and shall be reported to the Board of Regents upon their request.
2. Exceptional reviews shall be conducted in accordance with an expedited process developed by the chancellor and approved by the president on an ad hoc basis to meet the needs of the campus.

(06-22-05)