



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1104**

**POLICY ON PROGRAM REVIEW**

---

**1. Introduction and Purpose**

- A. An integral component of higher education is inquiry, encompassing reflection, research, and analysis. Using inquiry to drive academic program improvement is essential to advancing the mission of Cal Poly Pomona (CPP.) Through ongoing assessment and systematic program review, academic programs engage in a collaborative process to identify elements that merit continuation as well as needs, priorities, and resources to guide the future direction of programs. With an outcomes-based approach, program review uses data and evidence, and internal and external expertise and perspective to advance CPP's long-term educational impact.
- B. All CPP academic programs shall undergo periodic program review to improve effectiveness and quality. This is achieved by examining, assessing, and strengthening instructional programs on a continual basis to ensure quality. This process evaluates the status, effectiveness, and progress of academic programs, and helps identify the future direction, needs, and priorities of those programs. As such, it is closely connected to strategic planning, resource allocation, and other decision-making at the program, department, college, and university levels.
- C. Program review must be a candid product of the program faculty since they are poised to raise and respond to strategic and operational questions, and well-positioned to use the results to improve the overall program. Of paramount importance are program goals, plans, and strategies to achieve them.
- D. Program review applies to all academic departments (including all academic programs within a department) and interdisciplinary academic programs (e.g., Integrated General Education, General Education Program, Kellogg Honors College.)

**2. Procedures for Program Review**

- A. Preliminary Steps
  - i. The Office of Assessment and Program Review shall determine the schedule in consultation with the College Dean and department chair (refer to section 4 for frequency of program review.)
  - ii. The Office of Assessment and Program Review shall initiate a launch meeting with the program to explain the requirements, logistics and timing of the program review process.



- iii. The program, in consultation with the College Dean, is responsible for selecting its external reviewers in accordance with the Academic Program Review Process and Guidelines provided by the Office of Assessment and Program Review.
- B. Self-study
  - i. The program shall prepare a self-study following the Academic Program Review Process and Guidelines. The Office of Assessment and Program Review will provide a template to guide the writing of the self-study.
  - ii. The Office of Assessment and Program Review shall work with the Office of Academic Research and Resources to provide the program with pertinent data derived from CPP and CSU sources for inclusion and analysis in the self-study.
  - iii. The College Dean and members of CPP's Program Review Committee assigned to that program shall review and provide feedback to strengthen the initial draft of the self-study.
  - iv. The final self-study shall be reviewed by external reviewers and assigned members of the Program Review Committee.
- C. Site Visits
  - i. The program shall host two external experts (one from a CSU campus; one from another university or industry) to execute a full review on-site. Special circumstances may warrant exceptions and the program shall discuss these with Office of Assessment and Program Review and the College Dean.
  - ii. Assigned members of the CPP Program Review Committee shall meet with the program to address items specific to CPP's strategic priorities.
- D. Action Plan
  - i. Upon the conclusion of site visits and reports by external reviewers and assigned members of the Program Review Committee, programs shall develop an action plan to strengthen the program including steps that may be accomplished with and without additional resources, a timeline of planned activity, and goals for the work. The program shall consult their College Dean before finalizing their action plan.
  - ii. The program shall present their final action plan to the College Dean and Provost. The College Dean and Provost will produce a signed memo outlining the action plan implementation timeline and determined allocation of any resources.
- E. Concluding Steps
  - i. The Office of Assessment and Program Review shall submit program review completion files to the Academic Senate.
  - ii. The Office of Assessment and Program Review shall notify the CSU Chancellor's Office of the program review completion.



### **3. Programs with discipline-specific accreditation**

- A. For programs who are currently accredited, the documents prepared for accreditation, visits from the accreditation body, and reports from the accreditor shall satisfy a portion of the program review. The Office of Assessment and Program Review shall work with the program and the Dean to ensure that campus-level program review timelines coincide with accreditation reviews and visits.
- B. Accredited programs shall submit their accreditation documents, an abbreviated program review checklist, and a supplemental report addressing any gaps between accreditation requirements and CPP's program review process. The Office of Assessment and Program Review will provide the abbreviated program review checklist and consult with the program on its completion.

### **4. Frequency of Program Review**

A master schedule of program review shall be published on the Office of Assessment and Program Review website.

- A. The typical cycle of program review is seven years.
- B. The cycle of program review for programs with discipline-specific accreditation shall coincide with the accreditation period, not exceeding ten years.
- C. Special circumstances may warrant the frequency of a program's review to be extended or reduced by Office of Assessment and Program Review in consultation with the program and College Dean.
- D. Between formal program reviews, programs will provide a 3-year update to the College Dean on progress made on the agreed upon action plan.

### **5. Program Review Committee Bylaws**

#### **A. Purpose**

To provide faculty support for and oversight of Cal Poly Pomona's academic program review process.

#### **B. Description**

The Program Review Committee is an advisory body to the Academic Senate and the Office of Assessment and Program Review. Members provide feedback to assigned academic programs on matters related to the substantive elements of CPP's program review with emphasis on institutional-specific issues not addressed by external reviewers. Based on this committee work, the Program Review Committee also provides feedback and suggests improvements to the Office of Assessment and Program Review concerning the program review process. This



strengthens the relationship between the two entities to maintain the integrity, significance, and relevance of program review.

#### C. Structure and Membership

The Program Review Committee shall be co-chaired by the Faculty Fellow for Program Review and a senate member from the Academic Programs Committee. Membership includes:

- At least one faculty member from the Academic Assessment Committee (AAC)
- Eleven tenured/tenure track faculty for a two-year appointment (staggered for continuity) with a minimum of four tenured faculty

Ex-officio members shall include the Coordinator of the Office of Assessment and Program Review and the AVP for Academic Programs.

#### D. Duties and Responsibilities

The Program Review Committee implements CPP's policy on program review by providing feedback to programs during the review process. Specific responsibilities include:

- Assign a lead faculty member to work with each program undergoing program review.
- The lead faculty member reads the initial draft of the self-study approximately three months prior to the on-site external visit and provides suggestions for draft improvement to ensure clarity and consistency with program review guidelines.
- The lead faculty member reads the final self-study to review institution-specific topics not addressed by external reviewers and discusses findings with the Program Review Committee.
- The lead faculty member and a second member of the Program Review Committee meet with the program the week after the external site visit to discuss topics specific to internal campus matters.
- The lead faculty member completes a summary of their findings and provides this to the program.

The Program Review Committee advises the Office of Assessment and Program Review on the program review process and results, including:

- Review program processes and guidelines on an annual basis and recommend updates.
- Compile an annual summary of strengths and opportunities for CPP based on the program reviews conducted during the academic year.

The Office of Assessment and Program Review shall provide training to the Program Review Committee membership so that members are well-informed of responsibilities and work scope.