CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

ACADEMIC PROGRAMS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AP-024-190

Program Review Policy

Academic Programs Committee   Date: 03/11/2020

Executive Committee
Received and Forwarded   Date: 10/07/2020

Academic Senate   Date: 10/14/2020
                                               <u>First Reading</u>

BACKGROUND:
Program review at Cal Poly Pomona currently operates as part of a Five Year Planning exercise. While this process has served the university well, up through and including the most recent WASC re-accreditation, another central planning exercise (the Academic Master Plan) includes as one of its themes a re-examination of program review practices. In keeping with this, in 2019 a Program Review Task Force convened to craft a new program review policy in keeping with the latest developments in the fast-paced and exciting world of academic planning. The policy recommended in this referral is the product of the Program Review Task Force's work.

RESOURCES CONSULTED:
Dr. Seema Shah-Fairbank, Chair of Program Review Task Force
Dr. Jocelyn Chong, Office of Assessment and Program Review
Dr. Laura Massa, Associate Vice President for Academic Programs
Associate Deans
Department Chairs

DISCUSSION:
The proposed policy includes several innovations which should reduce the burden of program review on faculty, without sacrificing any of the insight, innovation, and resource growth that are customary products of such reviews. The key reforms in the new policy are:
1) Program reviews shall now occur at intervals of seven years, unless a program has discipline-specific external accreditation, in which case the program review cycle shall be synchronized with the external accreditation cycle. The only exception is if accreditation review occurs at intervals greater than ten years. This reduced frequency of review should reduce burdens on departments.

2) Accreditation reviews can be used to satisfy most of the requirements of the campus-level program review, including the outside reviewer reports. This should reduce redundancy and duplication of effort.

3) The seven-year program review cycle will include a midpoint check-in, for departments to report on progress on recommendations and also have a discussion with College and University officials about progress on resource plans.

4) A new Program Review Committee shall be formed (as part of a re-organization of university committees further explained in the accompanying referral AP-025-190). Members of this committee will be assigned to help departments through the preparation of their self-study and subsequent steps of the review process. The AP Committee is optimistic that this guidance will help reduce confusion about process, and bring about greater consistency of implementation across departments and colleges.

The AP Committee was supportive of these recommendations, and encountered no concerns about them during consultation. We also examined drafts of templates for self-studies, as well as a draft handbook for program review. These drafts are not included

in this report, as they are meant to be developed and updated by the Program Review Committee in response to facts on the ground and changing practice. However, the documents that we reviewed are closely aligned with the policy proposed (text below, under Recommendation) and reflect the expertise and preferences of the Program Review Task Force members, some or all of whom are likely to be involved in program review work subsequent to adoption of this policy.

RECOMMENDATION:
The Academic Programs Committee recommends adoption of the proposed program review policy, the text of which is placed below. The Academic Programs Committee also recommends the creation of a Program Review Committee, the bylaws of which are placed below.

Cal Poly Pomona 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.

Program Review Committee Bylaws

5. Purpose

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

6. 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.

7. 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.

8. 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 brief 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.