University of Louisville

Academic Program Review Process Revision: Ten Year Reviews

Purpose

The University of Louisville conducts periodic reviews of approved academic programs for the purpose of evaluating program quality and effectiveness; to address requirements for institutional accountability and effectiveness and promote program improvements which can be documented for internal and external reporting needs.

Process

For all new and existing programs undergoing review, review documents will be sent to CPE:

- Existing programs must provide historical data for at least five academic years in order to be evaluated based on the criteria contained in the template.

- Each continuing academic program will undergo review every ten years with an abbreviated review every 5 years.

- Newly approved academic programs will be added to the program review cycle based on program level and when they first enrolled students.

- New associate, baccalaureate, and master's programs will be reviewed three, five, and four years after implementation, respectively. (CPE rule)

- New doctoral programs will undergo an interim review three years after implementation and a full review three years after the interim review. (CPE rule)

CPE Academic Affairs staff will evaluate data and narrative provided by UofL for each of the criteria, along with our recommendations, to determine whether the program should:

(1) continue without modification,

(2) continue with modification: Programs continuing with modification submit a three-year plan for improvement and three years later submit a progress report/recommendation (continue without modification or close the program) for CPE review and action.

(3) close within three years.

Program Review Template, User Guide, and Schedule of Programs

- The Program Review Template provides the basis for program evaluation. The Program Review User Guide and Instructions for Template Use provides clarification for completing the program evaluation. The current Program Review Schedule of Programs reflects the two review periods: full reviews are done every ten years and are followed by an abbreviated progress report in five years. The schedule is

adjusted as needed with respect to issues such as timing of external accreditation reviews and having similar programs undergoing review together. Reviews are at the *program* level and should reflect any have multi-disciplinary support as a component of the review.

- Department chairs and faculty providing narrative responses to the criteria need to be consistent with the intended focus of each criterion, and reference benchmarks or relevant data sources as available for their discipline.
- The Office Academic Planning and Accountability which includes: 1)the Institutional Research and Planning unit will provide supporting data for select criteria in the template (e.g., degrees conferred, enrollment, credit hours, average time and credits to degree); 2)the Institutional Effectiveness will serve as a resource for student learning outcomes and assessment data; and 3) the Accreditation and Academic Programs unit will coordinate the overall process, and serve as repository/clearinghouse to transmit review documents to CPE.

Program Review Timeline

- **Programs scheduled for the ten-year review will submit the completed Program Review Template by December 1.** The completed templates will be forwarded to the Office of Academic Planning and Accountability (MITC # 338).

- The Academic Program Review Committee will complete their initial review of program templates and meet with the department chair to discuss any necessary changes or other issues (February 15th – March 15th).

- The committee will forward their recommendations to the Provost by March 30th.

- The Provost reviews the recommendations and forwards feedback to the Deans and Department/Program Chairs by May 1st.

- The Office of Academic Planning and Accountability forwards the necessary program review documentation and recommendations to CPE by June 30th.

- CPE reviews the reports for final determination on the program status: (1) continue without modification, (2) continue with modification, or (3) close within three years.

The results of the CPE review will be transmitted to the Provost and in turn shared with the unit dean and department/program leadership. The results should be included as a component of the progress report to follow in five years.

For more information:
http://louisville.edu/oapa/academic-program-review-process