Valdosta State University
Comprehensive Program Review Orientation

Office of Academic Affairs
September 8, 2017

http://www.valdosta.edu/administration/university-assessment-committee/program-review.php
Topics

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Purpose

- Comprehensive Program Review (CPR) is a set of procedures to evaluate the effectiveness of academic programs through a systematic review. Its purpose is to address the quality, viability, and productivity of efforts in teaching and learning, scholarship, and service as appropriate to the institution’s mission. The review of academic programs shall involve analysis of both quantitative and qualitative data. Institutions must demonstrate that they make judgments about the future of academic programs within a culture of evidence.
Background

- Mandated by University System of Georgia policy 3.6.3
  - Uses CPR information to inform state-level decision making
  - Each USG institution will complete the USG Academic Affairs Comprehensive Program Review (CPR) reporting vehicle.
  - USG Academic Affairs staff will perform spot audits on the posted institutional comprehensive program reviews
- Required every seven years for all academic programs except every 5 years for General Education
- Supports SACSCOC requirements for institutional effectiveness and planning, specifically standards 2.5, 3.3.1, 3.4.1, and 3.5.1
- Assists with departmental planning
- Supports VSU’s and USG’s missions and strategic plans
2017-18 Cohort Members

- The seven-year review schedule is posted online at

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<tr>
<th>Degree</th>
<th>Major</th>
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<tbody>
<tr>
<td>BA</td>
<td>French Language and Literature</td>
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<td>BA</td>
<td>Spanish Language and Literature</td>
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<td>BBA</td>
<td>International Business</td>
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<td>BA</td>
<td>Legal Assistant Studies</td>
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<td>MPA</td>
<td>Public Administration</td>
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Stakeholders

- Provost’s Office
- College Dean
- Department Heads
- Program Coordinators and Faculty Members
- Other Stakeholders (students, advisory committee)
- USG Personnel
Program Review Elements

- New Program Review Process was piloted in 2011-12 and adopted by the Department Heads’ Council and Deans’ Council for use beginning in 2012. The process was modified in Fall 2016 to conform to new USG reporting requirements.
- The final program review document should contain:
  - CPR Analysis (prepared by department faculty) (about 4-5 pages)
    - Outcome of Previous Program Review (brief narrative)
    - Indicators of Measures of Quality & any explanatory narrative
    - Indicators of Measures of Viability & any explanatory narrative
    - Indicators of Measures of Productivity & any explanatory narrative
  - A **one-page** conclusion (Summative Narrative) with action steps for the program
  - Appendix data/graphs
  - Dean’s CPR Recommendation
- The Dean will review the CPR document, and the Provost will also review and complete the Provost’s CPR Recommendation form. The Provost will plan to meet with program representatives at the conclusion of the review.
Information Sources

- Institutional trend data (Data Warehouse dashboards, Institutional Research)
- Program and department self-studies
- Supplemental review materials such as program curriculum materials, strategic plans, institutional effectiveness plans/reports, program handbooks, program student learning outcomes, budget progress reports, student work products, faculty promotion/tenure documents, faculty annual evaluations, faculty annual activity reports, department data report
- External consultant reports and professional accreditation results/recommendations
# Program Review Timeline

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<th>Target Date for Completion</th>
<th>Action</th>
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<tr>
<td>September 8 9:00-10:00am</td>
<td>2017-18 CPR Orientation Meeting&lt;br&gt;West Hall Room 118</td>
<td>Academic Affairs</td>
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<tr>
<td>September 12-December 31</td>
<td>Prepare CPR analysis;&lt;br&gt;Share results with program/department faculty;&lt;br&gt;Incorporate faculty feedback;&lt;br&gt;Submit CPR analysis to Dean</td>
<td>Department Head, Program Coordinator, and/or Faculty CPR Committee</td>
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<td>January 1-February 28</td>
<td>Review CPR with department (if needed);&lt;br&gt;Add Dean’s review and comments;&lt;br&gt;Send CPR to Provost’s Office</td>
<td>Dean</td>
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<td>March 1-May 31</td>
<td>Review CPR;&lt;br&gt;Meet with program representatives, if required;&lt;br&gt;Attach Provost’s recommendation</td>
<td>Provost and Vice President for Academic Affairs</td>
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<td>by June 30</td>
<td>Upload final CPR to USG SharePoint</td>
<td>Division of Academic Affairs</td>
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What You Should Do Now

- Review the *Comprehensive Program Review Instruction Guide* (http://www.valdosta.edu/administration/university-assessment-committee/program-review.php)
- Develop internal (college and program) timeline (e.g., deadlines for submitting items to college for review)
- Identify department and program-level team and assign roles
- Begin compiling supplemental review materials (if needed)
- Review preliminary institutional data
Contacts

- Dr. Sheri Gravett, Associate Provost, sgravett@valdosta.edu
- Dr. Michael Black, Director of Institutional Effectiveness, mmblack@valdosta.edu
- Mr. Barrie Fitzgerald, Director of Institutional Research, bdfitzgerald@valdosta.edu