Valdosta State University
Comprehensive Program Review Orientation

Division of Academic Affairs
September 7, 2018

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 provides the institutional review cycle and a summary of current institutional reviews
- USG Academic Affairs staff will perform spot audits of institutional comprehensive program reviews
  - Required every five to seven years for all academic programs
  - Supports SACSCOC requirements for institutional effectiveness and planning, specifically standards 7.1, 8.2, 9.1, and 10.4
- Assists with departmental planning
- Supports VSU’s and USG’s missions and strategic plans
Cohort Members

• Class of 2018-19:
  • BA and MA Criminal Justice, BA and MA English, BA and MA History, BFA Mass Media, BFA Communication, BFA Theatre Arts, BS Organizational Leadership, MS Marriage & Family Therapy

• The seven-year review schedule is posted online at http://www.valdosta.edu/administration/university-assessment-committee/documents/cpr-cycle.pdf
Parties Involved

- Provost’s Office
- College Dean
- Department Heads
- Program Coordinators and Faculty Members
- Other Stakeholders (students, advisory committee), as appropriate
- 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 final program review document should contain:
  - CPR Analysis (prepared by department faculty)
    - A one-page introduction and statement of progress on recommendations from last review
    - A SWOT Analysis (strengths, weaknesses, opportunities, threats) – approximately four pages
  - A one-page conclusion 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.
SWOT

CPR Analysis Content – *Suggestions* for the SWOT

- **General**
  - alignment of program to department, college, university, and USG strategic plans

- **Program**
  - curriculum
  - sufficiency of course offerings
  - benchmarking (new directions in the discipline)
  - partnerships, research, and other engagement opportunities

- **Students**
  - quality of incoming students
  - evidence of quality education (placement, licensure pass rates, awards)
  - retention, progression, and completion

- **Satisfaction**

- **Resources**
  - space (instructional, laboratory, office)
  - equipment and facilities
  - staff

- **Faculty**
  - number and balance of faculty types
  - qualifications
  - scholarly and creative activity (number of peer-reviewed publications, exhibitions, and/or funding by year)
  - assignments (teaching, research, and service)
  - teaching loads (numbers of classes by program and numbers of students served)
  - thesis and dissertations supervised
  - faculty development and mentoring

Source: University of Central Florida Academic Affairs
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, Digital Measures reports
- External consultant reports and professional accreditation results/recommendations
## Program Review Timeline

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<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>September 7 9:30-10:30am</td>
<td>2018-19 Orientation Meeting</td>
<td>Division of Academic Affairs</td>
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<tr>
<td>September 15-December 31</td>
<td>Prepare CPR analysis; Share results with program/department faculty; Incorporate faculty feedback; Submit final CPR analysis to Dean</td>
<td>Department Head, Program Coordinator, and/or Faculty CPR Committee</td>
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<td>January 1-February 15</td>
<td>Review CPR with department, if required; Add Dean’s comments; Send CPR to Provost’s Office</td>
<td>Dean</td>
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<td>February 16-March 31</td>
<td>Review CPR; Meet with program representatives, if required; Attach Provost’s recommendation</td>
<td>Provost and Vice President for Academic Affairs</td>
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<td>by April 15</td>
<td>Upload CPR summary to USG</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 (examples on Slide 10)
- Review preliminary institutional data
Contacts

- Dr. Sheri Gravett, Associate Provost, sgravett@valdosta.edu

- Dr. Michael Black, Director of Institutional Effectiveness, mmblack@valdosta.edu