

Comprehensive Program Review Orientation

Division of Academic Affairs

September 9, 2022

<https://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 2022-23:
 - BA Philosophy and Religious Studies; BA and BS Psychology; BS Computer information Systems; BS Computer Science; BS Office Administration and Technology; BSED American Sign Language and English Interpreting; BSED Elementary Education; BSED Secondary Education; BSED Special Education: Deaf Education Track; BSED Health and Physical Education; BSED Middle Grades Education; BSED Workforce Education and Development; MLIS Library and Information Science; MED Instructional Technology; EDS Instructional Technology
- The seven-year review schedule is posted online at <https://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 to be conducted by program and department faculty
 - 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

	HELPFUL	HARMFUL
internal	strengths	Weaknesses
External	OPPORTUNITIES	threats



CPR Analysis Content – Suggestions for the SWOT

- General
 - alignment of program to department, college, university, and USG strategic plans
- Program
 - curriculum
 - program maps
 - sufficiency of course offerings
 - benchmarking (new directions in the discipline)
 - partnerships, research, and other engagement opportunities
 - service to the core curriculum
- Students
 - quality of incoming students
 - evidence of quality education (placement, licensure pass rates, awards)
 - retention, progression, and completion
 - satisfaction
 - salaries of graduates
(<https://learnearn.gosa.ga.gov/>)
- Georgia Degrees Pay
(<https://www.usg.edu/georgia-degrees-pay>)
- 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 (BlazerInsights, 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
- External consultant reports and professional accreditation results/recommendations



Program Review Timeline

Date	Action	Responsible
September 09 9:00-10:00am	2022-23 Orientation Meeting	Division of Academic Affairs
September 15- December 31	Prepare CPR analysis; Share results with program/department faculty; Incorporate faculty feedback; Submit final CPR analysis to Dean	Department Head, Program Coordinator, and/or Faculty CPR Committee
January 1- February 15	Review CPR with department, if required; Add Dean's comments; Send CPR to Provost's Office	Dean
February 16- March 31	Review CPR; Meet with program representatives, if required; Attach Provost's recommendation	Provost and Vice President for Academic Affairs
by April 15	Upload CPR summary to USG	Division of Academic Affairs

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

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