FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Academic Program Review and Continuous Improvement Processes
FPU Policy Number: FPU-5.0062AP
_X_ New Policy _____ Major Revision of Policy _____ Minor Technical Revision of Policy
Date First Adopted: June 4, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Exec. Vice President and Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all academic programs offered at the University. Academic Affairs is responsible for administering and ensuring compliance with this policy.

B. POLICY STATEMENT:

The Florida Board of Governors (BOG) Regulation 8.015 requires that all State universities establish and conduct a cyclical review of all academic degree programs. Program reviews will document how individual academic programs are achieving stated student learning and program objectives within the context of the university's mission, as illustrated in the academic learning compacts. The results of the program reviews are expected to inform strategic planning, program development, and budgeting decisions at the university level and, when appropriate, at the state level.

1. **Schedule**
   a. At a minimum, the University will review each academic program within seven years of the program implementation date, and at least once every seven years thereafter. The reviews will be in accordance with the University's schedule for submission of review summary reports.
   b. The University's program review schedule will ensure that all programs receive sufficient review, with appropriate input from external experts, within the established review cycle.
   c. For each program review conducted, a program review summary report will be electronically submitted to the BOG Office of Academic and Student Affairs during the year in which the summary report is scheduled for submission.

2. **Core Components of Program Review**
   In accordance with BOG Regulation 8.015(3), all program reviews, regardless of discipline-specific accreditation status, must include the following components:
   a. The review of the mission(s) and purpose(s) of the program within the context of the university mission and the Board of Governors' Strategic Plan;
   b. The establishment of teaching, research, service, and other program goals and objectives, including expected outcomes, particularly in the area of student learning;
   c. An assessment of:
      i. how well program goals/objectives are being met;
      ii. how well students are achieving expected learning outcomes;
      iii. how the results of these assessments are used for continuous program improvement; and,
      iv. sufficiency of resources and support services to achieve the program goals/objectives.
   d. For baccalaureate programs, a review of lower level prerequisite courses to ensure that the program is in compliance with State-approved common prerequisites and (if appropriate) a review of the limited access status of the program to determine if such status is still warranted.

3. **Summary Reports**

A program review summary report will be completed for every program review, regardless of discipline-specific accreditation status, in accordance with the requirements of BOG Regulation 8.015(4), and submitted to the BOG Office of Academic and Student Affairs. Each summary report will include the following components:

   a. The CIP/degree combinations for the program that is reviewed;
   b. An electronic copy of the current Academic Learning Compact for each reviewed baccalaureate program;
   c. An indicator identifying whether or not the program review was conducted in conjunction with any external reviews (e.g., accreditation reviews);
   d. The date of the last review of this program;
   e. A brief description of major changes made since the previous program review;
   f. A summary of the current strengths of the program;
   g. A summary of the current weaknesses of the program;
   h. A summary of the recommendations and/or proposed action plans made as a result of the review;
   i. The Provost's signature verifying that the program review included all of the processes outlined in the BOG regulations and was conducted according to approved university policies and procedures.

A copy of all full program review reports will be maintained at the Office of the Provost.

4. **Participants in the Review Process**

The following individuals, teams and committees shall participate in the program review process:

   a. **Degree Program Coordinator** ("Program Coordinator"): coordinates the Self-Study Team; ensures completion of report.
   b. **Self-Study Team**: selected program faculty who gather documentation and support writing the self-study.
   c. **Director of Institutional Effectiveness** ("Director of IE"): coordinates the program review process; submits summary to BOG.
   d. **Academic Program Review Committee** ("APRC"): Reviews and evaluates the self-study prior to submission to external reviewer.
      i. Membership of the APRC shall consist of one faculty member from each of the colleges and one faculty member from General Education.
      ii. No member of the review committee should be primarily affiliated with the Degree program being reviewed.
   e. **Vice Provost for Academic Affairs** ("Vice Provost"): Consults with the Self-Study Team, APRC, and external reviewer(s).
   f. **Executive Vice President and Provost** ("Provost"): Authorizes the external reviewer; and reports results to the President.
   g. **University President** ("President"): Reports results to BOT.
   h. **External Reviewer(s)**: reviews documentation, visits campus, and evaluates program (see Section B. 5.)

5. **External Reviewer**

   a. The Office of Academic Affairs will provide funds to cover the costs of travel and honoraria associated with the acquisition of the external reviewer.
   b. The Office of Academic Affairs will coordinate the reviewer's travel and accommodations.
   c. For programs with a discipline-specific accreditation, the visiting team or a member of the visiting team defined by the accrediting agency may serve as the external reviewer.
   d. For **non-accredited programs**, the following procedures and guidelines apply to external reviewers.

      i. The Program Coordinator, in consultation with program faculty and the Vice Provost, will select a minimum of three potential external reviewer nominees and submit their names along with CVs to the Provost for consideration.

      ii. The Provost will review the nominees and will:
         (a) Select one from the submitted list;
         (b) Request additional nominees; or
         (c) Collaborate with program faculty on the selection of another reviewer.

      iii. Once the external reviewer is selected, the Program Coordinator will contact the reviewer to arrange the visit dates, and provide the reviewer with all necessary documentation, guidelines and forms for reporting findings.

      iv. External reviewers are expected to have, at a minimum, the following credentials:
         (a) Highest degree(s) in relevant discipline;
         (b) Distinguished record of related research, teaching, and service;
         (c) Experience with program review, assessment, accreditation, and/or institutional effectiveness processes;
         (d) Administrative experience;
         (e) Rank of Associate Professor or higher;
         (f) Experience at institutions outside of Florida; and
         (g) No conflicts of interest.

e. The external reviewer must be prepared to review all self-study documents, and visit the University for at least a day. The external reviewer prepare a succinct report (approximately 10 pages) containing suggestions and recommendations to the Office of Academic Affairs within 10 working days of the site visit.

f. The external reviewer's report should address, at a minimum, the following topics from the self-study:
      i. Curriculum
      ii. Administration and coordination of Program
      iii. Assessment of student learning
      iv. Faculty/Staff
      v. Resources and support services
      vi. Other issues raised in the self-study or based upon experience

6. **Content Requirements for Program Reviews**

a. All program reviews, regardless of accreditation status, must include the information required for the core components and summary report for the BOG.

b. The following program review content requirements apply to University programs that are not accredited by a discipline-specific agency. Upon earning discipline-specific accreditation, programs will follow the requirements of their accrediting agency, and, should it be necessary, the University will submit a request to the BOG to change the program review schedule to align with that of the accrediting agency.

c. Regardless of accreditation status, programs in the College of Engineering should follow the criteria set forth by the Engineering Accreditation Commission of ABET.

d. Regardless of accreditation status, programs in the College of Innovation and Technology should follow criteria set forth by any of the following as appropriate:
      i. Engineering Accreditation Commission of ABET
      ii. Computing Accreditation Commission of ABET
      iii. Applied Science Accreditation Commission of ABET

e. Program Coordinators for Programs developed and implemented by a College after fall 2017 should confer with the Provost to determine the appropriate standards for review.

f. **Note**: the University's programs are not currently accredited by any Accrediting Commission of ABET, and the University does not make any claims to that effect.

C. PROCEDURES
The procedures and sample timeline for a program review are as follows:

Date	Responsible Party	Activity
Initiating the Review Process (Year 1)		
November	Director of IE	Notifies Program Coordinator(s) and Administration of program(s) to be reviewed in the next cycle; solicits membership for APRC, if necessary.
November	Program Coordinator	Establishes a Self-Study Team to include him or herself and two colleagues; a senior colleague should serve as chair of the Team.
December	Program Coordinator	Notifies the Director of IE the names of those serving on the Self-Study Team.
December	Director of IE	Informs Provost and Vice Provost of the members of the Self-Study Team and coordinates an orientation session between the Self-Study Team and the APRC.
Self-Study and Internal Evaluation Phase (Year 2)		
January	Director of IE	Conducts a Self-Study Orientation, which includes - Review of process and timeline - Data collection needs - Expectations of review - Process for selecting external reviewer (where applicable)
January	Self-Study Team	Begins work on self-study
February	Self-Study Team/Vice Provost Program Coordinator/Program Faculty	Submit nominees for External Reviewer(s) to Provost
May	Provost	Authorizes External Reviewer
May/June	Program Coordinator	Notifies External Reviewer of acceptance and informs him or her of the process. Submits self-study to Director of IE
June	Director of IE	Convenes the APRC to conduct review of the program.
August	Office of Academic Affairs	In coordination with the Program Coordinator, arranges the External Reviewer's visit.
August	APRC	Completes program review and recommends to the Vice Provost that the self-study to be remitted to External Reviewer.
August	Vice Provost	Authorizes the submission of the self-study to the External Reviewer.
August/ September	Program Coordinator	Ensures that self-study, applicable documentation, and proper reporting forms are transmitted to External Reviewer.

External Review Phase		
October	External Reviewer	Conducts campus visit.
October/ November	External Reviewer	Remits report to Provost within 10 working days of visit.
November	Provost	Shares report with Vice Provost, APRC, and Self-Study Team.
Deliberations/Results Phase (Year 3--Year in which Summary is Due)		
Jan-February	Program Coordinator/ Self-Study Team	Reviews findings of External Reviewer and drafts a response as to how findings may be incorporated into the program, and how program may be improved to enhance student learning and program objectives. Submits budget requests in light of program review to the Vice Provost.
March	Vice Provost	Reviews Self-Study Team's response and shares results and budget request with the Provost.
March	Provost	Reviews final report of self-study and budget plan.
April	Director of IE and Provost	Director inputs summary components into BOG database; Provost reviews and approves online submission to BOG
May	Provost	Provides the President with an update of program reviews.
June	Provost or President	Provides the BOT with final report of results

ACADEMIC POLICY APPROVAL

Academic Policy No.: 5.0062AP

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Initiating Authority   Date   6-2-15

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Academic Policies Committee Chair   Date   6-2-15

[signature]

Vice President of Academic Affairs   Date   6-2-15

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President/Designee   Date   6/2/15

Approved by FPU BOT, if required   June 4, 2015

Date