

COLORADO STATE UNIVERSITY GUIDELINES  
ACADEMIC PROGRAM REVIEW PROCESS  
(Revised February 8, 2003)

The Academic Program Review Process is designed to provide plans and recommendations which lead to sustenance and improvement of Department Programs. A report summarizing the Academic Program Review is submitted to the Board of Governors and the Colorado Commission on Higher Education.

STEPS IN THE ACADEMIC PROGRAM REVIEW PROCESS (Effective JANUARY 2003)

**January-February**

1. The Department Chair, with the advice of the Dean, selects a Department Review Committee consisting of three faculty members. The Vice Provost meets with the Chairs and the Department Review Committees (usually two to three members from the department) to discuss the program review process.
2. The Department Chair, with the assistance of the Department Review Committee, compiles a Department Program Inventory report which identifies the Department's programs and provides statistical information concerning those programs. This report consists of a standardized set of information produced by OBIA and the Vice President for Research and Information Technology, some required data to be obtained by the Department, and whatever additional information the Department chooses to submit. (See attached outline.)
3. The Program Inventory is discussed in at least one faculty meeting, and submitted to the Vice Provost for Faculty Affairs by **March 21**.

**March-April**

1. A University Review Committee consisting of the Provost (or designee), the Vice-President for Research and Information Technology (or designee), the Director of Assessment, the Dean of the Graduate School (or designee), the Dean of the College in which the program resides (or designee), and three faculty members from other departments is selected. The Provost's Office representative serves as the Chair.
2. The Department Program Inventory is forwarded to the Provost's Office, by **March 21**, for distribution to members of the University Review Committee (external members, non-departmental). A copy of the Inventory Report should be forwarded to the department committee members by the department committee chair.
3. The Department Review Committee and the University Review Committee together with the Department Chair hold at least one joint meeting at which issues are identified which will be the subject of further study. At this step, the review process is customized to fit the Department and its programs. Some Department activities may be discussed in the

meeting(s), but may not require further study. Some additional gathering of data, particularly peer data, may be required. Questions which the Department Review Committee is to answer should be carefully posed, and expectations concerning the nature of the answers should be carefully defined.

4. Either the Department Review Committee or the University Review Committee may request external reviews. In such cases, the Departmental Review Committee will submit the names of at least two potential reviewers from which the Provost's Office will select at least one reviewer. The University Review Committee will select one reviewer who is not from the Department list. The Department Program Inventory is sent to the external reviewers along with the list of issues to be addressed. External reviewers should be provided with a list of specific questions.

### **April-September**

1. The Department Review Committee compiles an "Issues Report" which addresses the list of issues.
2. The Issues Report is sent to the external reviewers, if any. External reviewers are instructed to submit their reports by November 1.

### **October**

1. The Issues Report is discussed in at least one Department Faculty Meeting.
2. The Department Review Committee revises the Issues Report as necessary.
3. The Issues Report is forwarded to Provost's Office for distribution to the members of the University Review Committee.

### **November**

1. The University Review Committee reviews the Issues Report and the reports of external reviewers, if any.
2. The Department Review Committee, the University Review Committee, the Dean, and the Chair meet at least once jointly to discuss the report.
3. The Chair of the University Review Committee produces a written report.

### **December-January**

1. The Chair and the Department Faculty review the responses of the University Review Committee and the external reviewers and prepare an Action Plan which is submitted to the College Dean and the Provost.

2. Provost's Office compiles reports to be submitted to the Board of Governors and the CCHE.
3. The Chair, the College Dean and the Provost develop a Department Planning and Budget Document (DPBD).
4. The DPBD is incorporated, as appropriate, into the University Planning and Budgeting process. An Executive Summary of the Issues Report, and the Action Plan are forwarded to the Committee on Strategic and Financial Planning.

INFORMATION TO BE INCLUDED IN THE DEPARTMENT PROGRAM INVENTORY:

CENTRAL DATA (THE DATA WILL NOT NECESSARILY APPEAR IN THIS ORDER AND DATA MAY BE ADDED).

**I. TEACHING AND LEARNING**

- A. Undergraduate Degrees and Concentrations** (Standardized tables indicating the following for the last six years)
  1. Number of majors and number of conferred degrees in each concentration
  2. Admission indices of new freshmen majors
  3. Breakdown of majors by ethnicity and gender
  4. CSU gpa for graduates
- B. Graduate Degrees** (Standardized tables indicating the following for the last six years)
  1. Number of majors and number of conferred degrees in each degree program
  2. GRE scores of majors compared to university, college, and national averages
  3. Breakdown of majors by ethnicity and gender
- C. Curriculum.** (Standardized tables indicating all courses taught and enrollments in those courses for the past six years)
- D. Course Offerings through DEO**
- E. Instructional Workload Profile**
- F. Instructional Load by Course and Faculty Type**

## **II. RESEARCH AND SCHOLARSHIP**

**Funded Research and Scholarly productivity** (A standardized table indicating annual research expenditures, and indirect costs recovered for each of the last six years)

## **III. RESOURCES** (All data would be for the previous six years)

- A. Personnel** (Standardized table giving numbers of FTE Tenure Track Faculty, Temporary and Special Faculty, Administrative Professionals, State Classified Personnel, Graduate Research Assistants, Postdoctoral Fellows and Graduate Teaching Assistants. The table should include breakdowns by ethnicity and gender. The table should also indicate source of funding).
- B. Cost per credit hour at the lower division, upper division, and graduate levels**

## **DEPARTMENT DATA**

### **I. TEACHING AND LEARNING**

- A. Time to completion for undergraduate and graduate degrees**
- B. Description of advising system**
- C. Survey of alumni**
- D. Survey of current majors**

### **II. RESEARCH AND SCHOLARSHIP**

- A. Faculty vitae** (abbreviated versions)

### **III. SERVICE AND OUTREACH**

- A. List of outreach programs**
- B. List of professional service activities**

### **IV. TECHNOLOGY PLAN**

- A. List of computing equipment**
- B. Plan for replacement and development**

**V. PEER COMPARISONS**

**A. Comparisons of instructional load**

**B. Comparisons of scholarly activity**