

PROGRAM REVIEW FLOWCHART

(Working copy 2-16-10)

Preamble: Given the need to clarify the five-year Program Review process at IUP, the flowchart below is put forward with the following goals:

1. provide better guidance to units undergoing program review
2. have a process and expectations that are commonly understood and shared by all concerned.

For general PASSHE guidelines on program review, please consult “ADMINISTRATIVE PROCEDURE FOR BOARD OF GOVERNORS’ POLICY 1986-04-A: PROGRAM REVIEW. Approved: October 9, 2003; Revised: January 12, 2004”.

This flowchart pertains mainly to programs undergoing FULL Review, i.e. with no specialized accreditation. The Process for Modified Review for programs with special accreditation remains as per the Office of the Provost Guidelines of October 29, 2004. An edited excerpt of it is presented immediately after the flowchart.

The main features of the attached draft flowchart are as follows:

- The document makes no substantive changes to pre-existing practice at IUP. It only attempts to bring them together in one document and provide workable time lines for its operation.
- It breaks the process down into discrete steps with time lines. The time-lines have been derived mainly by working backwards from the stipulated deadline for submission to PASSHE.
- The document suggests a process workshop for program review departments in the spring preceding their program review academic year. The faculty are therefore made conversant with the entire process as they form their committees to begin the self-study. Since all data needed may not be ready in the spring, a data workshop could be held in the fall to supplement the spring process workshop.
- The post-review reflection meeting to discuss the Action Plan implementation is being made an integral part of the process.
- The choice of an external reviewer includes inputs from the department, the dean and the provost’s office. A guiding statement is indicated in the footnote on best practice criteria for choosing an external reviewer. Although PASSHE regulations seem to require an external reviewer only once in 10 years, such a visit every 5 years is seen as best practice, if funds permit.

FLOWCHART FOR IUP ACADEMIC PROGRAM REVIEW *(Working copy 2-16-10)*

Activity	Deadline <i>(the earlier the better)</i>	Who Acts
Dept. Chair or Unit Director convenes an appropriate group of faculty/staff members to discuss the purpose, scope and process of the program review.* (see footnote)	March of preceding academic year	Chair
Membership of the self-study committee is finalized; preliminary meeting of the committee.	April 1 preceding year	Chair; Self-Study committee
Academic Program Review workshop is conducted by Associate Provost in collaboration with Office of Institutional Research, and AVP Academic. Workshop will focus on process, expectations and data sources.	April of preceding year	Associate Provost, Institutional Research, AVP Academic
Office of Institutional Research, Planning & Assessment and AVP Academic start preparing quantitative data for programs under review.	April 15- August 1	IR; AVP Academic
IR and AVP Academic hold working session and forward data sets to departments	October 10	IR; AVP Academic
As appropriate, Chair or Director recommends THREE external reviewers (with CV's) through the Dean** to Associate Provost ***(see footnotes)	September 30 of review year	Chair, Dean**
Associate Provost notifies Chair through Dean of selected external reviewer	October 20	Associate provost
Program faculty complete self-study and Chair submits draft to dean with copy to Associate Provost	November 15	Chair
Comments by Dean and Associate Provost on submitted draft are returned to department chair by Dean	December 10	Dean; Associate Provost
Final program review documents submitted to Dean.	February 1	Chair
Final version sent to Associate Provost by Dean	February 7	Dean
Associate Provost sends self-study to external reviewer (at least 3 weeks before campus visit)	February 28	Associate Provost
External reviewer receives documents and conducts site visit. Department arranges visit logistics.	March	Department
External reviewer submits report to Associate Provost with copies to dean and chair	April 20	External Reviewer
Response to external reviewers comments sent to dean and Associate Provost by Chair	May 10 (before Spring semester ends)	Chair

Provost's Office coordinates final submission to the State System.	July	Associate Provost
Program Review Summary Statements submitted to PASSHE	August 15 [PASSHE Board of Governors Policy deadline]	Associate Provost
Reflection Meeting (involving Program coordinator, Chair, Dean(s), AVP Academic, Associate Provost and Provost) to agree on Action Plan and its implementation	September or October	Associate Provost
Chair prepares annual Status Report (2-3 pages) on Action Plan, highlighting significant developments; then sets up reflection Meeting with dean. Dean forwards status report to Associate Provost.	Once a year in Fall semester	Chair; Dean

**Office of the Provost – October 29, 2004. Guidelines for IUP Academic and Academic-and-Student Support Program Review Process.*

*** As the point person for action, “Dean” in this document refers to the college dean in the case of undergraduate programs, and the dean of the graduate school in case of graduate programs, with the expectation of shared information and responsibility all along.*

****Following best practice, the external reviewer should ideally be a recognized academic from a peer or aspirational program or institution.*

Process for Modified Review (programs recognized by specialized accreditation organizations)

The System Board of Governors’ Policy requires that a report shall be submitted to PASSHE by 30 days after the receipt of an external accreditation report. Therefore, the following items should be sent to the Associate Provost within two weeks of receipt of an external accreditation report, for subsequent transmission to PASSHE:

- A. A copy of the Program Accreditation Report
 - B. A copy of the report from the visiting team
 - C. An Action Plan signed by the dean
 - D. A copy of the rejoinder letter from IUP
- Also, please notify the Associate Provost after the organization votes to approve accreditation.