



COLUMBIA SOUTHERN UNIVERSITY

Academic Program Review Process 2014

Climbing to New Heights

The Academic Program Review Process

November 24, 2014

Submitted to:

Dr. Jeffrey Barksdale, CSU Provost

Dr. Elwin Jones - Assistant Provost College of Business

Dr. Scott Rounds - Assistant Provost for the College of Safety and Emergency Services

Dr. John Weidert - Assistant Provost for the College of Arts and Sciences

Task Force Members:

Dr. Bethany Lohr, Lead Faculty for the College of Arts and Sciences

Robert Finger, Lead Faculty for the College of Arts and Sciences

Jamie Gauthier, Full-time Faculty for College of Safety and Emergency

Colleen Davis, Full-time Faculty for College of Business

Traci Frees, Full-time Faculty for the College of Arts and Sciences, APR Chair

Table of Contents

Purpose1

Process Development.....1

Scope.....2

Criteria.....2

Standardized Data Sets.....2

Summary.....3

Attachments

Attachment A: Academic Program Review Template

Attachment B: Task Force Correspondence/Minutes

Academic Program Review Process

Purpose

The purpose of this document is to outline a consistent method for systematic study by which academic programs at Columbia Southern University (CSU) can be evaluated for effectiveness on an annual basis. The Academic Program Review is a tool by which academic leadership, faculty, and external stakeholders examine each degree and certificate program and develop plans for continuous improvement that contribute to the overall mission of the university.

The following elements will be examined within each program:

1. Mission
2. Program Overview
3. Curriculum Improvement
4. Learning Resources
5. Faculty Credentials and Accomplishments
6. Program Priorities: Advisory Board Review
7. Program Priorities: Faculty Academic Program Review
8. Program Innovations and Goals

There are four phases to the review process.

Phase 1: Academic Program Directors complete the Academic Program Review Template
[Attachment A]

Phase 2: Analyze the results, discuss findings, and develop ideas for improvement

Part 1: Program Advisory Board composed of external reviewers

Part 2: Faculty Academic Program Review composed of internal faculty

Phase 3: Submit completed Academic Program Review to be approved by assistant provosts and provost.

Phase 4: Distribute results of Academic Program Review to all stakeholders.

Process Development

In an effort to improve the overall effectiveness and productivity of initiatives within undergraduate and graduate level academic programs, an academic program review process needed to be developed for use by all three colleges:

- The College of Arts & Sciences
- The College of Business
- The College of Safety and Emergency Services

In mid-2014, the provost and academic leadership began looking into more comprehensive methods to analyze factors that can affect overall program effectiveness. A tool was needed to expand and improve program evaluation methods, so in November 2014, the Academic Program Review Process was proposed. [Attachment B].

The proposed Academic Review Process was created in an effort to enhance previous efforts at program evaluation. Between 2009-2013, academic leadership evaluated the effectiveness of CSU undergraduate and graduate degree programs from and presented findings in the Program Learning Outcomes Assessment Plans for each degree program in the Office of Planning and Outcomes Assessment. In these plans, department chairs/program directors and lead faculty collected data to assess student learning as it related to program outcomes/competencies. In order to improve program evaluation methods, the Program Learning Outcomes Assessment Plans will be included in the

Academic Program Review in Section 3: Curriculum Improvement to provide an extended document to review factors that affect the success of each of CSU's academic program. To launch this procedure a program review will be conducted for the completed year of 2013 and updates to improve the process will be reflected in the 2014 program reviews.

Scope

The value of each academic program review rests on its process to gather and evaluate accurate data and apply lessons learned and best practices when developing methods to improve educational opportunities, curriculum quality, and program relevance.

The results of each Academic Program Review will be championed by a program director, analysis and input provided by each program's Advisory Board and program faculty members. In this process, faculty members within each program will have the opportunity to review the overall program review results and submit comments to the lead faculty and program director for discussion. Final results will then be submitted for consideration to the provost, assistant-provosts, and key stakeholders involved in planning, assessment, and budgeting processes.

From an internal perspective, the findings will help academic leadership prioritize goals within each program to ensure future initiatives contribute to the university's strategic plan. From an external perspective, the assessment results provide a mechanism for demonstrating accountability and commitment to the university mission and vision.

Criteria

The Academic Program Review (APR) document will demonstrate specific factors that affect degree programs and how evidence supports evaluation criteria in each section of the review:

APR Section	Evaluation Criteria	Evidence
Section I. Mission	Mission Institutional Mission Program curriculum	Columbia Southern University 2014 Catalog Columbia Southern University Website <ul style="list-style-type: none"> About CSU - http://www.columbiasouthern.edu/About-CSU Areas of Study - http://www.columbiasouthern.edu/
Section 2. Program Overview	Course work for Degrees General Education (<i>undergrad</i>) Program Content Program Length Student Achievement Undergraduate Program Req. (<i>undergrad</i>) Post-baccalaureate Program Req. (<i>graduate</i>)	Omega Reports 2009-2014 APR – Student Course Completion by Year 2009-2014 Student Program Enrollments and Completions by Year Estimated time for Completion by Program document Columbia Southern University 2014 Catalog Website Areas of Study http://www.columbiasouthern.edu/
Section 3. Curriculum Improvement	Academic Program Coordination General Education Competencies (<i>undergrad</i>) Institutional Effectiveness Responsibility for Curriculum	Final 2014 Program Learning Outcomes Assessment Plans (PLO) Editing Team Reviews_2014_IDT Course Revision Calendar_2014_2017_IDT

		Course Writer Agreement_IDT Course Project Diagram_IDT Textbook Committee Meeting Minutes_Sample
Section 4. Learning Resources	Learning Resources and Services	Library resource offerings in 2014
Section 5. Faculty Credentials and Accomplishments	Faculty Faculty Competence	Omega Report: Faculty Roster Form_Qualifications of full-time and part-time faculty <i>Note: Academic Affairs maintains hard copy faculty files containing CV's/resumes and official transcripts on campus.</i>
Section 6. Program Priorities: Advisory Board Review	Institutional Effectiveness	Minutes/other documents from Advisory Board meetings
Section 7. Program Priorities: Faculty Review	Institutional Effectiveness	Minutes/documents from college meetings Faculty Feedback Forms
Section 8. Program Innovations and Goals	Departmental Outcomes Planning Institutional Effectiveness	Strategic Plan

Data Sets:

Following are reports/data/artifacts needed to complete the Academic Program Review for each program and will serve as evidence. Contributing departments will distribute the following information to program directors to conduct a detailed program review.

Contributing Department	Report/Data/Information	Notes:
Omega Reports	Course Completion Rates Student enrollments in program Program Completion Rates Persistence and Retention rate reports will be available in 2015	These reports were created to determine rates automatically to be more user friendly and can be pulled by Academic Program Directors.
Office of Institutional Research	Graduation Rates by Program & Job Placement Rates	These reports will be used in the Student Enhancement Initiatives section in the annual Academic Program Review Report.
	Program Length	Used to determine estimated time for students to complete program

Planning and Outcomes Assessment Department	Program Learning Outcomes Assessment Plan	Need copy of closed out plan from J: Drive
Library Resources	Library Resources available through the library website	Academic Program Directors explain how library resources supports program needs.
Instructional Design and Technology (IDT)	Course Revision Calendars Editing Team Reviews or other reports showing courses revised in previous year	For current year under review and upcoming year
	Instructional packet and/or Textbook Selection Committee Minutes to show faculty involvement	Gather for courses that were revised in year under review.
	Course Revision Procedures and project diagrams	From IDT
College/Program Documents	Meeting minutes for college meetings and advisory board.	Compiled by program leadership and representatives
	Course syllabi	Accessed via Blackboard as needed
Faculty Development	Faculty Professional Development Forms or information on faculty professional development, presentations, or books/articles.	Completed by faculty and sent to Faculty Development or accessed from individual faculty
Faculty Services	Faculty Standards and Credentials Report	Omega Report: Faculty Roster Reports showing full-time faculty with terminal level degrees and full-time faculty by program and discipline.
Office of the Provost	Strategic Plan and other minutes/documents	As needed contact staff from this office.

Summary

The review process is an important component to enable academic leadership and faculty to determine the strengths of each program, plan for and respond to future opportunities to enhance student learning events, prioritize initiatives, and overcome weaknesses. This manual will serve as a tool by which academic leadership can build on and improve previous program evaluation efforts in CSU program offerings.