



I. Process and Lessons Learned

Process:

The CSU Academic Program Review (APR) is a tool by which academic leadership, faculty, and other internal and external stakeholders examine academic programs to develop plans for continuous improvement that contributes to student achievement in a way that supports the overall mission of the university. The academic program reviews serve three purposes:

1. Compile program relevant data to guide decision making.
2. Provide a process and format for external and internal stakeholders to review and comment.
3. Identify lessons learned and formulate best practices when conducting future program reviews.

Timeline:

- In November 2014, the Academic Program Review process [1] was developed by a faculty task force composed of representatives from each college. The process was presented to the Assistant Provosts over each college for consideration, and the process was adopted [2].
- In December 2014, a foundational study was conducted to establish a baseline for this process. An abbreviated Academic Program Review was conducted for the completed year of 2013 and data pulled for 2009-2013 to provide historical comparisons for each major degree program. Updates to improve the process are reflected in the 2014 Program Review Template [3] and major degrees, concentrations, and certificates for each academic program were analyzed.
- In mid-January 2015, the three Assistant Provosts, Faculty Chair, and Director of Software Development met to determine useful reports needed for academic program directors to use to better determine trends and factors including course completion rates, enrollments, program completion rates, persistence and retention rates [4]. A new category was added to the university's database system Omega named APR – which will contain internal reports related to the academic program reviews.
- At the end of January 2015, the faculty task force met to develop a method to capture faculty feedback about the 2014 Academic Program Reviews [5]. The Faculty Review Form was created by the committee and reviewed by academic program directors and approved by the assistant provost overseeing this project.
- During early February 2015, the 2014 Academic Program Review templates were populated with data sets and distributed to Academic Program Directors to complete. The directors then sent the Academic Program Review and Faculty Review Form to faculty aligned to their programs for review and comment [6]. The reviews will then be presented during the first advisory board meeting of the year to complete the advisory board review. Completed 2014 Academic Program Reviews are to be sent to campus by program directors and a hard copy and digital copy stored on the university J: Drive. A link to the completed project will be provided to academic program directors to refer to as needed. The 2014 completed APRs are located in Section IV of this report.

Attachments:

1. Academic Program Review Process
2. APR Process Development Correspondence/Minutes
3. Academic Program Review Template Sample
4. APR Data Report Meeting Minutes
5. Academic Program Review Faculty Form Meeting Minutes and Correspondence
6. Sample Emails of 2014 APR Process



Lessons Learned:

The goal of the academic program review is to improve evaluation methods and base decision making on accurate and useful data. In order to conduct a thorough review of the 2015 calendar year, the following changes will be implemented:

- A more holistic review of our programs was needed and this included strengthening definitions for reports needed from the university database system - Omega. The CSU Software Development team created a section in Omega, entitled APR, in order to enhance academic program director involvement in accessing data.
 - These straightforward reports were created to consolidate data sets used to complete program reviews and enable academic program directors to compare findings from various time frames and even run monthly reports to complete the 2015 APRs.
 - Some parameters/exclusions that were used in reports for the 2013 foundational study were not included in the 2014 review including graduation rates and job placement rates.
 - Graduation Rates and Job Placement Rates will be displayed in a separate area of the annual academic program review report in a section entitled Student Achievement. This change is reflected in the 2014 Academic Program Review Process document and will be demonstrated in the 2014 Academic Program Reviews.
 - Practical data sets for purposes of the program reviews were compiled to include course completion rates, student enrollments in program, and program completion rates in the 2014 review and these were reprocessed for years 2009-2014 to serve as historical data and allow academic program directors to draw similar comparisons and help them use data that more accurately reflects program health.
- An additional section was added to the overall 2014 Program Review Report to include Student Achievement to outline initiatives employed across colleges including:
 - Course clock hour project
 - Student/faculty engagement projects
 - Job Placement Rates and Graduation Rates reported by the universityAny student achievement initiatives that align to individual academic programs will be incorporated into each academic program review in 2015, rather than reporting activity across all colleges. For the 2014 reviews, this section was added to the overall project to outline methods and practices of these factors and help determine additional elements that would be helpful to add to future reviews.
- An Action Plan section was also added to the 2014 reviews to allow for an official review by Associate Provosts to form an action plan for 2015 based on results from the completed 2014 APRs.
- Data sets in the Program Overview section will be gathered on a monthly basis by academic program directors in 2015. This change will enable academic program directors to recognize trends and formulate action plans based on data and compile information that will be compiled in the annual program review.
- Retention and Persistence rate reports will be defined and added APR report category in Omega and information utilized by academic program directors in 2015.
- The program review for General Studies will be reorganized to allow for contributions of newly positioned academic program directors over each discipline for the 2015 reviews.