PROGRAM REVIEW PROCESS FOR: (1) GE AREAS A, E, & CWT (2) DIVERSITY & COMMON GROUND; (3) THE INSTITUTIONS REQUIREMENT; (4) THE ASSESSMENT OF PRIOR LEARNING PROGRAM; (5) MULTI-COLLEGE MAJORS, MINORS AND CERTIFICATES OF STUDY

PURPOSE: The purpose of this program review process is to assess and recertify the university's undergraduate programs which are not under the jurisdiction of any one department in order to assure that they are of the highest possible quality. The program review process includes a self-study and resource review to provide information, analysis, and recommendations that will aid the University in future planning. The university recognizes that responsible planning balances the results of curricular review with resource consideration, while at the same time acknowledging that high curricular quality is the basis upon which the university builds and plans its future. This document is intended to detail the self-study and resource review process for areas which are not under the jurisdiction of any one department. In the past, these areas have only been evaluated piecemeal through departmental reviews. The process below is aimed at reviewing programs as a whole.

The program review process for GE Areas A, E, CWT, Diversity and Common Ground, the Institutions requirement, the APL Program, majors in Liberal Studies and Interdisciplinary Studies and minors in Environmental Studies and Water Resource Policy will include the following steps:

RESPONSIBLE UNIT/NATURE OF RESPONSIBILITY	ACTION REQUIRED	COMPLETION DATE
UCC/UNDERGRAD DEAN'S OFFICE ▸ Program Review ▸ Data gathering & distribution	The UCC initiates the program review process by providing to each department offering courses: 1. guidelines and other information relevant to the program; 2. a copy of both the UCC designed Student and Faculty Course Evaluation forms to be utilized in all courses taught in the program. The Dean for Undergraduate Studies will be responsible for the distribution of (1) and (2) above and for overseeing that all sections of every course are evaluated during the academic year preceding program review. NOTE: Neither the student nor faculty evaluations are to be used in the RTP process. The Dean for Undergraduate Studies with the assistance of the appropriate College Dean(s), the Dean of the Library and the Director of Budget and Institutional Data: 1. Assembles the enrollment and resource data pertinent to the program under review; 2. Makes this information available to the appropriate department(s) and committee(s) for use in their reviews.	Fall prior to the year of review Summer prior to the year of review

RESPONSIBLE UNIT/NATURE OF RESPONSIBILITY	ACTION REQUIRED	COMPLETION DATE
COLGE DEANS ► Data gathering & distribution	The appropriate College Dean(s): 1. Indicates costs, to the extent reasonably available, of supplies and services, equipment, library resources, technological resources and other facilities for teaching courses in the program; 2. Makes this information available both to department(s) and to the appropriate committees for use in their reviews	Summer prior to the year of review

DEPARTMENT
► Distribution of Evaluation Forms
 	
► Program Description (for informational purposes only)
 	
► Assessment
	The Academic Department/Program:
	NOTE: The department may use relevant information from its departmental program review.
	1. Distributes the UCC designed Evaluation Forms
	2. Describes each course offered in the program under review including title, units, catalog description, syllabus, student assignments, faculty assigned (see "a" below) and enrollment history (see "b" below):
	    a. Faculty assigned should include the number of faculty, their status (tenured, probationary, lecturer, grad student), and how faculty are selected to teach these courses;
	    b. Enrollment history should include an attempt to determine the percentage of students taking the course for GE and/or other purposes
	3. Provides a list of all relevant approved learning outcomes and assessment measures for the program.
	4. Tabulates and analyzes results of completed UCC designed student and faculty evaluations relevant to goals and guidelines of the program under review. Reports results of assessment measures for the learning outcomes listed in #3 above. Using the above evidence, the department evaluates and discusses how courses meet overall university goals and relevant learning outcomes.
	5. Discusses how the results of the assessment of learning outcomes have been used to improve teaching, learning and the program under review. Identifies significant changes made in the course(s) since the last area program review;
	6. Lists strengths and weaknesses of the courses;
	7. Identifies plans for the courses/programs for the next five years and the results of discussions with all other programs possibly affected by the proposed changes.
	8. Comments on the program under review;
	9. Submits results to the University Curriculum Committee
		Fall semester: results due to UCC by October 1

RESPONSIBLE UNIT/NATURE OF RESPONSIBILITY	ACTION REQUIRED	COMPLETION DATE
UCC/Self-Study Subcommittee ▸ Completes Self-Study Report & recommends to UCC	The University Curriculum Committee appoints a subcommittee to complete a self-study of the program under review. The subcommittee: 1. Reviews all courses offered in terms of their appropriateness to the program, satisfaction of university and program goals, and the degree of faculty and student involvement in the self-study; 2. Evaluates the strengths and weaknesses of the overall program in meeting university and program goals, including the satisfaction of meeting GE goals where appropriate. 3. Recommends recertification or decertification of courses; 4. Proposes changes, if needed, for the program during the next five years, indicating resources needed; 5. Prioritizes these changes, stating criteria against which progress may be measured; 6. Submits its program self-study to the UCC (with copies to appropriate department)	Program self-study due to UCC Feb 1

UCC
▸ Broad distribution of self-study; analysis of self study & responses received from campus community. Final report forwarded to VP for Joint Council distribution, with a copy to the Academic Senate.
	After receiving the subcommittee's report, the UCC:
	1. Distributes the self study to the campus community for review and advice with a response due to UCC within two weeks;
	2. Evaluate the strengths and weaknesses of the overall program including the satisfaction of GE or DCG and University goals and the effectiveness of the assessment process.
	3. Submits a report to the Vice President for Academic Affairs, with copies to the Dean for Undergraduate Studies, the College Dean(s), the appropriate department(s) and the chair of the Academic Senate. The report should address:
	    a. The relationship of the program under review to its guidelines and overall university goals;
	    b. Adequacy of resources;
	    c. Appropriateness of the content and number of courses offered;
	    d. Recommendations, including recertification and/or decertification of courses;
	    e. Other issues raised
		UCC final Program Review report to Academic Affairs VP: due March 1

RESPONSIBLE UNIT/NATURE OF RESPONSIBILITY	ACTION REQUIRED	COMPLETION DATE
JOINT COUNCIL SUBCOMMITTEE ▸ Analyze self-study & recommend to Joint Council	The Dean for Undergraduate Studies chairs a Resource Review Subcommittee of the Joint Council. In addition to the Dean for Undergraduate Studies, the subcommittee will include as voting members, the chair of the UCC or designee, another member of the UCC or designee, a faculty member or designee from the Joint Council, a Dean or designee from the Joint Council and a student representative from Joint Council. A faculty representative from a department offering courses in the area under review should participate in an advisory capacity. The committee may also ask other appropriate individuals to participate in an advisory capacity. This Subcommittee will: 1. Analyze the UCC report; 2. Make recommendations to the Joint Council (with copies sent to appropriate departments and the chair of the Academic Senate)	Subcommittee recommendations to Joint Council: due April 1
JOINT COUNCIL ▸ Analyze Joint Council subcommittee resource review & recommend to Vice President	The Joint Council: 1. Analyzes the report of the subcommittee; 2. Makes recommendations to the Vice President for Academic Affairs (with copies sent to appropriate departments and the chair of the Academic Senate))	Joint Council report to VP Academic Affairs: due April 15
VICE PRESIDENT FOR ACADEMIC AFFAIRS	The VP for Academic Affairs, having received both the UCC report and the Joint Council recommendations: 1. Comments as appropriate; 2. Notifies the departments involved of the results of the university wide evaluation & recommendations, including issues of recertification; 3. Provides to the UCC and department(s) timelines for implementing recommendations and reporting on the implementation of recommendations.*	May 1

*Departments may appeal recommendations to the Academic Senate.

Approved by the UCC: 10/27/98

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