September 4, 2012

To: Academic Deans

Re: Program Review Guidelines & Timeline- DUE DATE- January 7

This spring, a new procedure governing academic program review was adopted. The newest version of the program review procedure is attached (Attachment 1). The procedure is also posted at http://www.tamuc.edu/aboutUs/institutionalEffectiveness/program--program-reviews.aspx. The guidelines apply to all degrees and certificate programs.

Program review offers the opportunity to set priorities, to articulate a case for those priorities, and to develop strategies for a program to move forward. Regular program review of graduate programs are mandated by the Texas Higher Education Coordinating Board (THECB) and is required by federal financial aid regulations.

WHICH OF MY PROGRAMS WILL BE REVIEWED?
All degree programs, all levels are to be reviewed. Certificate programs and minors are not. External reviews will not be requested or required in this iteration of the review since this is our first year of implementation. A list of reviews to be conducted by your department is attached. For departments with graduate degrees only, if a Graduate program review has been completed in the last two years, the information in it will suffice, simply resubmit it.

If you have online (50% +) or off-campus programs, each must be treated as a separate program.

OVERVIEW OF CONTENT OF REVIEW
The academic program review process is intended to close the cycle of self-inquiry, review, and improvement. The basic components of APR are:

*A candid self-study which examines departmental operations and the infrastructure necessary to support the program

*A thorough evaluation of the impact of the program on its students and graduates through a review of both the structure of the curriculum and information gathered to assess student learning,

*A realistic set of recommendations and action plan to implement the recommendations of the review.

Commerce graduate program reviews which are due to CB in 2013 are listed in the attached Graduate Program Review Schedule (Attachment 2) along with a copy of the CB graduate program policy. (Attachment 3) This policy’s requirements are reflected in the TAMUC program review policy. Your Graduate program review documents will be used to fulfill the state requirement.
WHERE TO GET HELP

*Statistical Student Data- Resources that are available include IEP’s new website (http://www.tamuc.edu/aboutUs/institutionalEffectiveness/default.aspx). With data already available; you will only need to add your analysis of the information as appropriate in the review.

*Dataviewer – located on the IEP website at http://apps.tamuc.edu/iep/viewer/MainWeb.html offers tables on enrollment, degrees, course history, course retention, semester credit hours and coming soon faculty. Instructions on how to get to this information can be found on the attached IEP website help sheet (Attachment 4)

*Faculty Credential forms submitted as part of the SACS initiative to the Provost Office can be used for the credentials information in the report. (Attachment 5)

*SLOs - This past spring and fall, you submitted your SLOs and data. That information has been posted to the web at: http://www.tamuc.edu/aboutUs/institutionalEffectiveness/hidden-pages/student-learning-outcomes.aspx

DUE DATE – January 7
If you have any questions regarding the Academic Program Review process please contact me for planning and evaluation issues or Shauna Canalez for data and scheduling issues.

Sincerely,

Roseann Hogan, Ph.D.
Associate Provost of Institutional Effectiveness and Planning

Attachments:
1. TAMUC Program Review Procedure
2. Graduate Program Review Schedule
3. THECB Program Review policy
4. IEP Website Help Sheet
5. Faculty Credential Form
6. Degree Inventory