Guidelines for the University Response to Program Reviewers’ Recommendations

The Program Review, Reviewer’s Report, and University Response must be sent to the Texas Higher Education Coordinating Board (THECB). The University Response must address each recommendation from the Reviewer’s Report. All recommendations must be addressed in the University Response in order for the THECB to accept the Program Review.

In order to develop the University Response, the department head and faculty will write a University Response addressing each of the recommendations listed in the Reviewer’s Report. If there happens to be a recommendation the department head and department believe is inaccurate or does not address a true need, the department head will need to provide rationale and data to support the department’s stance. All other recommendations will involve a change and/or action and the changes and/or actions should be addressed in the department’s response in the following manner:

- Accept or decline the recommendation
  - If declining recommendation, explain why.
  - If accepting the recommendation please address the following:
    - Describe action(s) that will be implemented.
    - Provide a proposed timeline for implementing action(s).
    - Identify describe the resources needed to accomplish action(s).
    - Specify who will be responsible for the action(s).

After each recommendation is addressed, the department head will need to review the department’s program mission and vision to ensure the response to the recommended change does not significantly alter the mission and vision of the program in a way that is no longer congruent with the missions and visions of the college and university. Revise as needed to ensure program, college, and university mission and vision statements are congruent.

In the University Response meeting, the department head will have the opportunity to share his/her department’s response and receive feedback from A&M-Commerce administration. After the meeting, the department head and his/her department incorporate administrative feedback into the University Response. The department head will then submit the revised University Response containing administrative feedback to Graduate Studies. After A&M-Commerce administrative review and approval of the University Response, Graduate Studies staff will upload the Program Review, Reviewers’ Report, and University Response to the THECB Program Review website.