



Executive Memorandum 22-015

May 25, 2022

From: Gayle E. Hutchinson, President

A handwritten signature in cursive script that reads "Gayle E. Hutchinson".

Subject: Undergraduate Program Review Policy

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Undergraduate Program Review Policy, effective immediately.

Policy Title:	EM 22-015 Undergraduate Program Review Policy
Contact:	
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

DEFINITION AND SCOPE

In their Program Review Resource Guide, Chico State's regional accreditor, WASC Senior College and University Commission (WSCUC), defines program review, which is a "required element" in accreditation and reaffirmation, as "a cyclical process for evaluating and continuously enhancing the quality and currency of programs."

In addition, they state that program review

is conducted through a combination of self-evaluation, followed by peer-evaluation by reviewers external to the program or department and, usually, also external to the organization. It is a comprehensive analysis of program quality, analyzing a wide variety of data about the program. The results of this evaluation process are then used to inform follow-up planning and budgeting processes at various levels in the institution—program, department, college, university—and incorporated into the institution's overall quality assurance system. An institution's program review process typically occurs on a regular cycle of five to eight years, meaning that each program/department is reviewed every five-eight years.

Aligned with the 2019 WSCUC Chico State specific recommendation that “The Faculty Senate or Academic Senate usually defines the program review process through a formal written program review policy,” the following Executive Memorandum (EM) establishes and clarifies the institutional, faculty, and administrative role in the undergraduate program review process. In addition, this EM establishes a committee of the Academic Senate to evaluate and report on undergraduate program review materials. The committee shall be titled: Undergraduate Program Review Committee (UPRC).

This EM also charges the Academic Senate to determine whether externally accredited undergraduate programs ought to be subject to any portion of the existing or altered program review process.

MEMBERSHIP, SELECTION OF CHAIR, AND RESPONSIBILITIES OF THE UNDERGRADUATE PROGRAM REVIEW COMMITTEE (UPRC)

Membership of the UPRC:

- One faculty member from each college within Academic Affairs, recommended by each dean, appointed by the Chair of the Academic Senate (voting)
- Provost/Vice President of Academic Affairs or designee (ex-officio, non-voting)

UPRC members will serve two-year, renewable terms, appointed in May of each year. Ideally, they will have extensive experience as teacher-scholars and will have made meaningful service contributions to campus. Administrative experience as a department chair or program director is helpful, but not required.

The VP/Provost or their designee will keep a record of and track committee membership, and convene the first meeting of the committee.

Chair of the Undergraduate Program Review Committee

At the first meeting of each fall semester, the committee will nominate and elect one of the faculty members of the committee to serve as chair.

Responsibilities of the Undergraduate Program Review Committee include:

- In conjunction with the Provost’s Office, update and maintain the undergraduate program review template and guidelines.
- Communicate with deans and department chairs to ensure, as much as possible, the timely submission of their program review materials (conducted every five to eight years).
- Develop and implement a process to review undergraduate program review materials, which may include utilizing sub-committees and reporting back to the larger committee.
- Collect and review undergraduate program review materials.
- Submit written reports to the Provost’s Office.

PROGRAM REVIEW WORKFLOW

Program Review Workflow for non-Externally Accredited Undergraduate Academic Programs:

1. On an ongoing basis, the Provost's Office notifies each program of the due date of their expected review.
2. At the beginning of each academic year, the Provost's Office provides the UPRC a list of expected undergraduate program reviews to be completed in the forthcoming academic year.
3. Each academic program scheduled for review completes a comprehensive self-study.
4. An external site visitor with disciplinary knowledge conducts a review of the program and provides a written external review to the academic program.
5. The academic program completes a culminating essay, detailing strengths and identifying areas of growth as well as a plan for the next five to eight years.
6. For each program review, the UPRC assigns at least one UPRC member to a subcommittee that reviews all materials and completes a written evaluation of the program.
7. The program submits all materials to the Provost's Office along with a response to the UPRC's review, if desired.
8. The Provost's Office writes a final evaluation of the program, including whether the program is to be reaffirmed, and if so, for how long.

Program Review Process for Externally Accredited Programs

In their Program Review Resource Guide, WSCUC states:

Universities and colleges are encouraged to coordinate the specialized program accreditation process (e.g., ABET, NCATE, AACSB, etc.) with the institutional program review process to avoid duplication of labor. This is sometimes accomplished by substituting the specialized accreditation review for an institution's internal program review process. If the specialized accreditation review does not include assessment of student learning outcomes and/or other required elements of an institution's internal program review process, then these additional elements are sometimes reviewed immediately prior to or following the specialized accreditation review (and then appended to the specialized accreditation review documents).

The UPRC will determine if any or all externally accredited programs should be subject to some portion of the internal program review process. This determination will be made on the basis of whether any external reviews lack correspondingly rigorous review of any internal program review requirement.