POLICY TITLE	Academic Program Review	Policy Number	603
Section	Academics	Approval Date	February 2, 1993
Subsection	Instruction and Curriculum	Effective Date	February 2, 1993
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Program Evaluation Schedule

4.1.1 Each program at Utah Valley University undergoes an in-house evaluation every five years. Twenty percent of the programs are evaluated each year and shall include considerations of the following: internal and external reviews, department profile, faculty, students, program costs, program support.

4.1.2 Internal and External Reviews

1) Name and affiliation of members

2) Brief description of procedure followed

4.1.3 Department Profile

1) Program description, including curricular offerings

2) Degrees, diplomas, and/or certificates offered through the program

3) Program consistency with university mission, role assignment, and goals

4) Interaction with other programs on campus (support for other majors, etc.)

5) Transferability to and from similar programs at other Utah State Higher Education (USHE) institutions

6) Special departmental characteristics

7) For vocational-technical programs, a list of the members of the Program Advisory Committee, the business/industry they represent, and committee activities concerning curriculum, equipment, and faculty

4.1.4 Faculty

1) Headcount and instructional full-time equivalent (FTE) for faculty and graduate teaching assistants, for each of the past five years

2) A profile of faculty with degrees, areas of specialization, rank and tenure status, and years of experience

3) A profile of the productivity of the faculty, such as the most significant research and other forms of creative scholarship, publications, grants and contracts, service, and administrative activities for each of the past five years

4) Average student credit hours (SCH) per full-time equivalent (FTE) faculty per year (twelve month period) for each of the past five years. Comparison of SCH per FTE faculty for the program with similar programs at peer institutions, if comparative data are available

4.1.5 Students

1) Student credit hours (SCHs) generated for each of the past five years

2) Special admission standards or other measures of selecting students, where applicable

3) Number of majors in program, where applicable

4) Annual number of graduates by completion level (certificate, diploma, degree) for each of the past five years

5) Possible reasons for attrition or retention rates

6) Quality of graduates

7) Employment demand for and placement rate of graduates for each of the past five years

4.1.6 Program Costs

1) Direct instructional costs per student credit hour (SCH) for each of the past five years

2) Comparison of cost per SCH to other programs (if information is available)

3) Adequacy of professional development funds

4) Other

4.1.7 Program Support

1) Adequacy of library holdings

2) Adequacy of facilities, computers, laboratory and other equipment, including plans for equipment maintenance and replacement

3) Adequacy of professional development funds

4) Other

5) Program strengths, weaknesses, and recommendations for change as reported by the internal and external reviewers

6) Departmental response to the recommendations of the reviewers

7) University response and recommendation. The University shall select one of the following alternatives and indicate reasons for the choice:

a) Acceptance of the program as fully meeting qualitative and quantitative criteria.

b) Acceptance of the program as marginally meeting qualitative and quantitative standards with a recommendation that the program be monitored with periodic reports submitted to the appropriate levels of administration.

c) Recommendation that because the program does not meet qualitative and/or quantitative standards, it shall be placed on probation for a specified period of time.

d) Recommendation that the program be combined with another program or modified in a specified way.

e) Recommendation that the program be terminated.

4.1.8 NOTE: Suggested statistical data summary forms for reporting headcount, full-time equivalency, teaching load, faculty, student ratio, student credit hours, students in programs, student completions, and program costs are provided by the Board of Regents.

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity