

SECTION I

PART C POLICY AND GENERAL PROCEDURES FOR REVIEW OF ACADEMIC PROGRAMS

1.00 Introduction

The primary focus of program review is institutional improvement which includes the maintenance, enhancement, or re-structuring of programs. Results of such reviews should aid governing boards in making decisions regarding program expansion, contraction, consolidation or discontinuance as well as the re-allocation of resources.

At the state level, program review should provide an assurance that governing boards are recurrently evaluating academic programs to maintain or enhance the academic quality of the school. Institutional aspirations, role and mission statements, strategic plans, student assessment results, and other accountability measures should guide the review process to ensure that students are provided an educational experience of high quality, and that state funds are prudently used to meet the educational needs of the state.

2.00 Statutory Authority

23-1-107(3) Each governing board of the state-supported institutions of higher education shall submit to the commission a plan describing the procedures and schedule for periodic program reviews and evaluation of each academic program at each institution consistent with the role and mission of each institution. The information to be provided to the Commission shall include, but not be limited to, the procedures for using internal and external evaluators, the sequence of such reviews and the anticipated use of the evaluations.

3.00 Objectives

3.01 State Objectives

- 3.01.01 To assure the state and its residents that governing board policy accomplishes the systematic evaluation of the academic quality and efficiency of an institution's programs.
- 3.01.02 To assure the state and its residents that governing boards approve the results of program reviews.
- 3.01.03 To identify changes in the academic programs, either planned new programs or programs to be discontinued, throughout the state system of public higher education.

3.02 Governing Board Objectives

- 3.02.01 To assure the state and its residents that institutions under governing boards' authority meet the needs of Colorado residents, the governing board will establish procedures to carefully evaluate all institutional programs. Such procedures will include consideration of goals and objectives for each program congruent with the role and mission of the institution. These procedures must address quality, efficiency, and accountability of the programs under study.

4.00 Accomplishment of Objectives

- 4.01 By March 1, 1996, governing boards will submit to the Commission, their policies which include both the objectives and the process for reviewing existing programs according to each institution's role and mission. These policies will be presented to the Commission with an analysis that includes how statewide master plan goals are advanced by the governing boards' policy. The Commission may accept, reject, or ask the governing board to modify its policy. Any subsequent changes made to governing board policies must be submitted for approval to the Commission

Based on the governing boards' policies, the Commission may inform the Governor and the General Assembly on the existing program review performance of governing boards.

- 4.02 By September 1 of each year, each governing board will identify and submit to the Commission a list of programs, by institution, to be reviewed in that academic year.
- 4.03 By September 1 of each year, each governing board will identify and submit to the Commission a list of programs, by institution, of all new programs or certificates that are likely to be proposed in the next five years and programs and certificates that may be discontinued within five years. Annually, the Commission staff will provide to governing boards a comprehensive list of all program changes included in these annual reports.

5.00 Process For Program Review

In the context of this policy, a program is defined as a CCHE-approved program that leads to a degree or certificate. Each governing board will establish a plan for program reviews using this definition of program that includes, at a minimum:

- 5.01 A process for evaluating each institution's programs according to its role and mission.
- 5.02 Objectives for program review and self improvement.
- 5.03 Review of each program at least once every seven years.
- 5.04 Governing board use of the review.
- 5.05 A procedure for governing board review of recommendations and identifying board action taken as a result of the reviews.

5.06 Description of how the results of the program review flow into academic planning and budgeting processes.

5.07 A follow-up report that is presented to the board in subsequent years to describe actions taken to implement program changes approved by the board.

6.00 Commission Initiated Reviews

6.01 The Commission retains the right to study individual programs by discipline across the entire system and may ask for information generated from the governing board reviews to meet its responsibilities to inform the public.

6.02 The Commission may also request governing boards to conduct program reviews in certain disciplines to assist in meeting the Commission's responsibility to assure high quality programs that provide sufficient assess to Colorado residents.

7.00 Criteria for Academic Program Review

7.01 Review Structure

The review:

- a) provides a short history of the program,
- b) assesses the extent to which the program met its goals and objectives,
- c) evaluates whether the program's goals fit the institutional role and mission,
- d) analyzes the need for the program based on enrollment, graduation and other pertinent data,
- e) includes external comment. This may be elicited from alumni, employers of graduates, the community, external reviewers, the general public or other knowledgeable individuals,
- f) includes program inputs (e.g., student SAT/ACT scores, library resources, space), good practices (e.g., advising program, students required to work in teams), and program outputs (e.g., student assessment data, graduation rates, placement data, satisfaction surveys).

7.02 Implementation Plan

If the governing board makes a decision to expand, contract, or discontinue a program, the program will develop an implementation plan for governing board approval with resources to support the change and a timeline.

7.03 Data Criteria

- 1) The unit of analysis is the program, not the academic unit.
- 2) The program must provide annual student assessment data to support the review and at least 3 years of data (where applicable) for other criteria.

For all history prior to 1999, please see physical CCHE agenda books located in Department office.