

Overview of 2005-2006 Program Review Process

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Program Review

- background
- purpose
- content of the reviews
- general process
- deadlines
- consultants
- demonstration of website
- questions



Program Reviews in Florida

- legislatively mandated
- all programs required to go through review every seven years
- Florida DCU allowed each university to define its own process in 2000
- they still remain involved
 - maintain 7-year schedule for reviews
 - review program review documents
 - extract information

Objectives of Program Review Process



- conduct comprehensive review of the program
- develop historical perspective of program
- seek expert opinion of external consultant
- identify primary areas for program improvement
- discuss programs with the deans, provost, president
- present evidence of process to board of trustees and state
- coordinate schedule with accreditation cycles to avoid unnecessary duplication of effort

UCF's Program Review Process



- individual programs within a theme area
- examines five elements related to the program:
 - demand
 - quality
 - competitive advantage
 - centrality
 - cost
- analyzes strengths, weaknesses, opportunities and threats
- reach resource decisions: eliminate, review, maintain, or enhance

Demand for Program



- historical number of applicants and number of students enrolled
- relationship of program with external organizations
- number of students with internships and number of co-ops
- courses used by other programs
- contribution to the General Education Program



Quality of Program

- student outcomes
- student satisfaction
- input characteristics of the students
- faculty characteristics and credentials
- faculty research and creative activities
- quality of facilities and laboratories
- program productivity (e.g., number of graduates)

Competitive Advantage of Program



- national reputation
- job placement of students
- unique features of program
- results from benchmarking
- strategic niche



Centrality of Program

- alignment of program mission with the university mission and vision
- alignment of program mission with the college mission and vision



Cost to Deliver Program

- number of faculty
- special facilities, equipment, laboratories, and software required for the program
- special instructional delivery requirements
 - individual instruction
 - laboratory assistance
 - off-site travel

Program Reviews for 2005-06



- eight departments
 - Computer Engineering
 - Electrical Engineering
 - Engineering Technology
 - Health Professions
 - Liberal Studies
 - Optics
 - School of Computer Science
 - School of Film and Digital Media

Program Reviews for 2005-06



- 20 academic programs
 - 4 doctoral programs
 - 5 master's programs
 - 11 bachelor's programs
- 4 colleges
 - Arts & Sciences
 - Engineering and Computer Science
 - Health and Public Administration
 - Optics and Photonics

Organizations to Support and Assure Quality of Process



- Program Review Committee at university level
 - Denise Young, Patricia Bishop, Rick Schell, Paige Borden, and Julia Pet-Armacost
- Program Review Coordinators at college level
 - Michael Johnson (A&S), Jamal Nayfeh (CECS), Pam Kirby (HPA), David Hagan (O&P)
- Support offices
 - Institutional Research; Operational Excellence and Assessment Support; Library; Office of Research
 - provide data, website support, templates, summaries

Major Components of an Individual Program Review



- program self-study and department level information completed by department
- review of the program completed by an external consultant
- review and recommendations completed by the chair
- evaluation and recommendations completed by the dean
- presentation to provost by dean
- development of university summary by program review committee
- workshop with EPC committee of BOT (includes Deans)
- presentation at May BOT meeting
- submit to DCU in June

Program Review Flow



Department Data

Program Self-studies

Review and Summary

Review By Consultant

Department Chair(s)

Evaluation By Dean(s)

Presentation to Provost

University Level Summary

EPC, BOT, and DCU

Quality Assurance

General Process Schedule



- April – college and department orientation meetings
- April – academic department provide list of peer institutions
- May 27 – academic department recommend three consultants, complete selection form and provide full vita
- June 17 – program review committee finalize consultant selection and report to department

General Process Schedule



- July 29 – college confirm dates of consultant visit
- October 14 – academic program submit program's self study; submit department information
- October 14 – academic department submit (proposed) consultant itinerary
- October 21 – college review self study for release to develop summaries and for consultant to read



Process Schedule *continued*

- October 28 – OEAS complete draft summaries
- November 14 – January 13 – consultant visits
 - (pre-site visit packets mailed to consultant at least two weeks prior to visit)
- January 27 - submit consultants' reports
- February 10 - submit chairs' reviews
- February 24 - submit deans' reviews
- March 10 – complete draft university level summary (OEAS)



Process Schedule *continued*

- March 20-24 – Program Review Committee review of Dean’s Review; recommendations to Dean
- April 3-7 – dean’s presentation to Provost
- April 20-22 –refine presentation for E.P.C.-B.O.T.; present to Program Review Comm.
- May TBD – conduct E.P.C.-B.O.T. workshop
- June – submit to DCU
- July TBD – present at BOT meeting



Consultant Credentials

- experience in conducting academic program reviews
- prefer strong administrative experience (e.g., Chair, Dean, or Provost)
- expert from outside Florida
- terminal degree in the discipline (or related discipline) of the review
- strong academic credentials
- come from comparable (peer or aspirational peer) university
- department identifies three potential consultants from list of peer schools
 - make initial contact to determine potential availability
 - solicit CVs and other relevant information

Consultant Selection Process



- submit all three to Dean for approval
- college submits vitae and other to OEAS
- OEAS submit selection form for all three to Program Review Committee
 - selection made by Provost and Program Review Committee
 - inform College PR Coordinator of selection
- make arrangements for selected consultant
typical stipend: \$1000/day (paid by college or department)

How the Review is Completed



- Academic Affairs will “cross-walk” accreditation self-studies with the self-study questions (if applicable)
- program level data accessible via the Program Review Self-Study website
- each respondent enters information on web forms and submits via the web
 - department information, program self-study, consultant’s report, chair’s review, and dean’s review
- department makes arrangements for external consultants (on-site visit) if no accreditation

Demonstration of the Program Review Website



[Program Review Website](#)

Program Review - Menu - Microsoft Internet Explorer

Address: http://iaaweb.ucf.edu/oeas/pr_2005_06/menu.asp

University of Central Florida
Academic Program Review
2005-06

Old Due Dates	Activity	Templates to be Completed
March March 16	Colleges and review committee members define conceptual framework, goals, and objectives and Academic Affairs sends these to the state Conduct Orientations and Department meetings Conduct Orientation for Col. of Eng. & C.S.	
April 15th	Provide list of peer institutions Guidelines for selection of peer institution	
April 30th	Recommend three consultants and	

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Questions

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