

# Overview of 2005-2006 Program Review Process

Angela R. Albert

Paula S. Krist

Operational Excellence and  
Assessment Support



April, 2005



# 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](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<br>March 16 | Colleges and review committee members define conceptual framework, goals, and objectives and Academic Affairs sends these to the state<br>Conduct Orientations and Department meetings<br>Conduct Orientation for Col. of Eng. & C.S. |                           |
| April 15th        | Provide list of peer institutions<br><a href="#">Guidelines for selection of peer institution</a>   |                           |
| April 30th        | Recommend three consultants and   |                           |

start | 3 Novell... | Microsoft ... | Microsoft ... | Microsoft ... | Program ... | 5:51 PM



# Questions

??????????