UCC Program Review Process
Approved April 4, 2023

The UCC Program Review process serves two intertwined purposes: 1) to satisfy Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC) requirements for the accreditation of programs and 2) to assist academic units in their strategic planning.

Program Reviews completed in a timely manner ensure that 1) the UCC may determine the viability of a program based on current information, and 2) that the Department, College, and University have current and complete information when planning and making decisions.

The review process will:
- ensure the review be completed in a timely manner: 15 months from start to finish.
- provide sufficient information for the UCC to determine whether a program is **viable**, **in jeopardy** or **not viable**.
- convey any commendations or concerns that may affect a program's future viability. If a program is found in jeopardy, a date for a follow-up review will be set by the Program Review Committee (PRC). Programs deemed viable but with significant areas of concern may also be subject to a follow-up review.
- provide a history of the program's recent past and assist the strategic planning process.
- use outcome-based assessment as a means of continuous improvement.
- be open, transparent, and archived.

The timeline for program review is as follows below. Academic units not meeting the deadline for any step of the review will have all UCC business tabled until that step has been completed. A unit that is more than 2 months delayed at any point will have all business of their college tabled until that step has been completed.

Please note that the review process differs for:
   I.   programs without external accreditation,
  II.   programs with external accreditation that included a site visit.

I. Review process for programs without external accreditation

1. In March prior to a program's fall review, the PRC chair will notify the unit in which the program is taught of the upcoming review, with a September 15 deadline for the self-study.
2. The unit will provide a list of potential external reviewers to the PRC chair by July 30. The PRC chair will consult with the Provost's Office on the suitability of the reviewers and provide the unit with feedback within two weeks.

3. Once the self-study has been submitted, the unit will schedule the site visit. The site visit should occur before the last week of classes in the Fall semester. A limited number of programs may request a site visit in the Spring semester. See below for the site visit requirements.
4. The unit will schedule a site visit on a date that suits both the stakeholders involved in the delivery of the program and the external reviewer. Please allow at least three weeks between the submission of the self-study and the date of the site visit.
5. After the site visit is scheduled, the PRC chair will nominate internal reviewers to participate in the site visit.
6. Within two weeks after the site visit, the reviewers will send their site visit report to the PRC chair who will make it available to the unit chair/director and their dean.
7. Within two weeks after receiving the site visit report, the unit chair/director will send a response to their dean and to the PRC chair. The dean will provide a response to the PRC chair within one month after initially receiving the site visit report.
8. When graduate programs are reviewed, the site visit report and the responses from the unit chair/director and dean will be sent to the Graduate Council. The Graduate Council will respond to the report no later than two regular meetings after receiving the materials. If there is no response following two regular meetings, the report will proceed to the next stage.
9. The PRC will discuss the site visit report and responses and arrive at a recommendation for the UCC. The PRC recommendation and supporting materials will be sent to the UCC for two readings and approval.
10. The site report, responses, and UCC decision will be forwarded to the Provost's Office for inclusion as an informational item in a meeting of the Board of Trustees.

Requirements for Site Visits

The site visit is a critical component of the review process. It allows the reviewers to contextualize the information presented in the self-study and to meet with the program's stakeholders at all campuses and online to discuss and clarify the data. The external and internal reviewers should work together as a team throughout the site visit. The external reviewer is expected to provide discipline-related expertise, while the internal reviewers will provide information regarding Ohio University's academic standards.

The unit chair/director will devise a site visit schedule allowing for the following:
- An opportunity to meet with the unit chair/director.
- A meeting with the graduate chair/coordinator.
- A meeting with the undergraduate chair/coordinator.
- A meeting with faculty involved in the delivery of the program.
- A meeting with program support staff.
- A meeting with students enrolled in the program.
- A tour of program-specific facilities.

- A meeting with the college's dean or their designee.
- Time at the end of the visit for the reviewers to draft the site visit report and plan the completion of it.

II. Review process for programs with external accreditation that included a site visit[1]

1. In March prior to a program's fall review, the PRC chair will notify the unit in which the program is taught of the upcoming review, with a September 15 deadline for the self-study.
2. If the program went through external accreditation within the last two academic years prior to the review year, the program may submit the accreditation report as the self-study. If the accreditation report does not address all the information solicited in the Self-Study Requirements, the unit is expected to supply any missing information and incorporate it into the accreditation report.
3. The unit is expected to inform the PRC chair by July 30 that they are using their external accreditation report in lieu of an internal review.
4. When graduate programs are reviewed, the accreditation report will be sent to the Graduate Council. The Graduate Council will respond to the report no later than two regular meetings after receiving the materials, and their response will be added to the report. If there is no response following two regular meetings, the report will proceed to the next stage.
5. The PRC will discuss the accreditation report and arrive at a recommendation for the UCC. The PRC recommendation and supporting materials will be sent to the UCC for two readings and approval.
6. The accreditation report and UCC decision will be forwarded to the Provost's Office for inclusion as an informational item in a meeting of the Board of Trustees.

The PRC chair in consultation with the UCC chair and/or the provost's office should approve any exceptions to the above.

A schedule for future reviews will be maintained by the PRC in consultation with the Departments, Colleges, and the Provost's Office.

This document replaces UCC Program Review Process approved February 16, 2021.
The Self-Study Requirements are approved separately.

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[1] If your program is externally accredited but the accreditation process does <u>not</u> include a site visit, please consult with the PRC chair before July 30.