

## UCC Program Review-Process

(updated AY 2021)

The UCC Program Review process serves two intertwined purposes: to satisfy Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC) requirements for the accreditation of programs and 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.

1. In March prior to a unit's fall review, the PRC chair will notify the unit of its upcoming review, with a September 15 deadline for their self-study.
2. The unit will provide a list of potential external reviewers to the PRC chair and the Provost's office by July 30. The PRC chair will consult with the Provost's office on the suitability of the reviewers and, within two weeks, provide the unit with feedback on its external reviewers. A unit may ask the PRC chair for permission to use an accreditation report in lieu of external reviewers. However, a site visit with internal reviewers will still be needed, and the accreditation report must be integrated into the self-study materials and be available to the reviewers.
3. The unit should schedule the site visit only after the self-study has been submitted and allow 4-6 weeks between the submission of the self-study and the date of the site visit. The site visit should occur before the last week of classes in the Fall semester. A limited number of programs to be reviewed may request a site visit in the Spring semester. See below for the site visit requirements.

4. Once the site visit is scheduled, the PRC chair will nominate internal reviewers for the site visit.
5. 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.
6. 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. If the unit chair/director's response is delayed, all the unit's business pending with the UCC will be tabled until the PRC chair receives the response. The dean will provide a response to the PRC chair within one month after receiving the site visit report. If the dean's response is delayed, all the college's business pending with the UCC will be tabled until the PRC chair receives the dean's response.
7. 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.
8. 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.
9. 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 faculty and students 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. The internal reviewers are expected to provide information regarding Ohio University's academic and administrative standards.

The unit chair/director must devise a site visit schedule allowing the internal and external reviewers the following:

- Opportunities for the reviewers to meet with students, faculty and staff involved with the delivery of the program at all campuses and online. This may be done via the internet.
- Opportunities for all faculty members to meet with the reviewers. This can take the form of one-on-one meetings, small-group meetings or a general faculty meeting.
- An opportunity for all probationary faculty members to meet with the reviewers without tenured faculty present.
- An opportunity for all instructional faculty members to meet with the reviewers without tenure-track faculty present.

- Meetings with the chair/director, graduate chair/coordinator and undergraduate chair/coordinator.
- An opportunity for students to meet with the reviewers without faculty present.
- Opportunities to meet with program support staff.
- A tour of the facilities.
- An opportunity to meet separately, individually or in small groups, with faculty having different levels of participation in interdisciplinary programs.
- Time at the end of the visit for the reviewers to complete at least a draft of the site visit report and to make a plan to finalize their report.
- An opportunity at the end of the visit to meet with the college's dean or their designee.
- Sufficient time for the review. Programs typically require one to two days for a complete site visit; larger programs require longer site visits.

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

A timetable 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 November 24, 2015.

The Self-Study Requirements are approved separately.

**Addendum** (approved 3/2022)

### **Procedure to waive the requirement of an external reviewer and use a previously generated accreditation report**

If the program goes through external accreditation by an accreditation body, a previously generated accreditation report may be used in lieu of an external reviewer. While the program review as a whole will not be waived, the process might be expedited based on the accreditation visit.

The unit must contact the Program Review Chair if they want to use a recent accreditation report in lieu of an external reviewer. The Program Review Chair and the Provost's office will follow these guidelines and expectations when considering the request:

- The accreditation review occurred within the last two academic years.
- The accreditation included an on-site visit and involved an external reviewer or reviewers comparable in qualifications to OHIO Program Review expectations.

- The accreditation covers a large majority of the program.
  - For example, if only the professional graduate program is accredited but the program runs a substantial undergraduate program, an external reviewer would have to be brought in to review the undergraduate program, or vice versa.
  - Certificates, gen-ed, and service classes can be overlooked if the unit makes a convincing case that they are a minor part of the overall program and can be reviewed adequately by an internal review team. Enrollment and completion numbers can be a guide here.
- The accreditation report is provided to the internal review team, and they are allowed to quote from it or at least summarize its findings as they prepare their own site visit report which will become a public document. Please check as some accreditation reports are confidential.
- The accreditation review substantially aligns with the questions that an external reviewer would be asking as part of preparing an OHIO Program Review report. (See the document “Suggested Questions for Reviewers” document provided by the Program Review Committee.)
- An internal review team will still be conducting a site visit and prepare a review report.
- If the request to use a previously generated accreditation report is approved, the report must be incorporated into the unit’s self-study.
  - No more than two documents may be submitted to the Program Review Committee. Typically, these will be the Self-Study and the accreditation report.
  - If information from the accreditation report is not copied directly into the Self-Study document, clear and precise cross references must be provided (e.g. a page and/or section number in the accreditation report).