

Academic Affairs Manual

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Subject: Program Review Panel (PRP)

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Program Review Panel (PRP) (Supersedes AA 2007-16 and AA 2007-17)

Purpose

- 1.0** Program review promotes the objective of developing academic programs of the highest quality and to facilitate continued improvement.
- 2.0** All program reviews are coordinated by the Program Review Panel (PRP).
- 3.0** PRP will have seventeen (17) members, including the chair.

Charge

- 4.0** PRP coordinates all program reviews and reports to the Provost and Vice President for Academic Affairs.
- 5.0** PRP and has the following responsibilities:
 - 5.1** Oversee the rotating six-year (6) academic program review cycle described in the Academic Program Review Guide
 - 5.2** Periodic revision of the Program Review Guide
 - 5.2.1** All such revisions are subject to Academic Senate approval
 - 5.3** Compilation of program findings and recommendations based on departmental self-studies, the reports of external reviewers, commentaries provided by instructional deans, and resource information (financial, faculty, library, programmatic) provided by the Office of Institutional Effectiveness and Assessment to facilitate collaborative discussions of opportunities for program improvement among stakeholders (faculty, students, deans, and the Provost).
 - 5.4** Implementation of the guidelines of the WASC Senior College and University Commission (WSCUC) calling for use of student outcomes assessment in evaluating program and institutional quality.
 - 5.5** Off-cycle review of academic programs when recommended by program faculty, a dean, the Academic Senate, the Provost, or the President.

Panel Membership

- 6.0** The panel shall be comprised of thirteen (13) voting members and four (4) non-voting members
- 7.0** Voting members
 - 7.1** One elected faculty representative from each College: the College of Arts & Humanities, the College of Business Administration & Public Policy, the College of Education, the College of Health, Human Services, & Nursing, the College of Natural & Behavioral Sciences, and the University Library (6 voting members)

- 7.1.1** Faculty representatives shall be elected in the spring semester so that the panel may begin its work at the beginning of each fall semester.
- 7.2** One (1) representative from the College of Extended and International Education.
- 7.3** One (1) instructional dean
- 7.4** One (1) faculty representative of the Deputy Director of the University Student Learning Outcomes Assessment Committee (USLOAC)
- 7.5** The University Curriculum Chair, or designee
- 7.6** One (1) faculty representative of the General Education Committee
- 7.7** One (1) faculty representative of Associated Students Inc. (ASI)
- 8.0** Ex-Officio (Non-Voting Members) Members
 - 8.1** Associate Vice Presidents for Institutional Effectiveness and Assessment (as the Provost's designee)
 - 8.2** Dean of Graduate Studies and Research
 - 8.3** Dean of Undergraduate Studies
 - 8.4** Staff support provided by the Office of Institutional Effectiveness and Assessment
- 9.0** To maintain continuity in decision making, all terms of service will be staggered and members will serve for a period of three (3) academic years.
- 10.0** Committee Chair
 - 10.1** The committee will elect its own chair annually.
 - 10.2** The committee chair will report annually to the Academic Senate
 - 10.3** The committee chair will prepare a written summary of the panel's activities at the conclusion of the academic year for both the Academic Senate and the Provost and vice President for Academic Affairs.
- 11.0** Meetings
 - 11.1** The committee will meet the second (2nd) and fourth (4th) Monday of each month during the academic year from 2:30 PM – 3:45 PM
 - 11.2** The first (1st) meeting of the fall term will commence in September.
 - 11.3** The first (1st) meeting of the spring term will commence in February,