CALIFORNIA STATE UNIVERSITY EAST BAY

ACADEMIC SENATE
http://www.csueastbay.edu/senate
510-885-3671

COMMITTEE ON ACADEMIC PLANNING AND REVIEW

November 16, 2012

TO:	The Academic Senate
FROM:	The Committee on Academic Planning and Review (CAPR)
SUBJECT:	12-13 CAPR 5 amended: Academic Program Review Procedures proposed changes
PURPOSE:	Action by the Senate
ACTION REQUESTED:	That the Academic Senate approve the changes to the Academic Program Review Procedures as recommended by CAPR

BACKGROUND:
Over the 2012 summer quarter, staff from APGS and the CAPR Chair met to examine and develop proposed updates to the Academic Program Review Procedures to better align them for annual assessment purposes and the upcoming WASC review. The following documented changes were approved by CAPR at its November 1, 2012 meeting and it is anticipated they will go into place immediately for this academic year.

The most notable changes in the document include moving the Annual Program Report section to the front of the document; moving from hard copies to electronic submission of all documents, the development of an Annual Program Report Assessment planning template; and creating a cycle of assessment for programs. CAPR felt that by moving the Annual Program Report to the front of the document and highlighting its importance, more programs would be encouraged to complete the annual report, noting that annual reports should eventually inform a good portion of a program's five year review.

Following approval of these changes, CAPR will develop an online submission form where programs only need to fill in the boxes/fields with their information. This will standardize the submission process for programs and hopefully make completing them a less onerous experience.

Below, **in red bold text**, are the significant changes made to the Academic Program Review Policies and Procedures. Other changes that did not affect the policies can be viewed, as highlighted in yellow, by following the link to the draft document in the subject line of this document.

I. Academic Program Review Procedures, A. Introduction:
Copies of the Annual Reports, and the Academic Program Review (Five-Year Review), will be submitted to the appropriate College Dean **for review and approval**…

I. Academic Program Review Procedures, B. Annual Program Report, 1. Introduction and Planning Discussions:

The Annual Report provides the basis for short-term planning consultation between the program and appropriate administrators, to present facts and record the outcome(s) of processes for reference in the future. **The Annual Report should provide evidence of the program's work completed during the annual assessment cycle, where:**

1) **Early in the Fall Quarter, all programs will examine and revise (as needed), their Program Learning Outcomes (PLOs), examine and revise (as needed) their curriculum map aligning PLOs with the Institutional Learning Outcomes (ILOs), examine and revise (as needed) their curriculum map of PLOs and required courses in the program, and agree to an assessment plan for the academic year;**
2) **During the Winter Quarter, all programs will gather direct and indirect assessment evidence for *at least one* PLO (the number of PLOs to be assessed each year is a function of the total number of PLOs'; all PLOs must be assessed within a five-year cycle);**
3) **During the Spring Quarter, all programs will analyze and interpret collected assessment evidence, identify specific plans for closing the loop, and report on outcomes in their Annual Program Report, to be submitted to CAPR no later than the last day of May; and**
4) **Distribute and review feedback provided on the Annual Report with program faculty members.**
5) **Standards for completing assessments, interpretations, planning, and reporting are contingent on the availability of assigned time commensurate with the work involved.**

The assessment cycle, which includes review and alignment of PLOs, curriculum mapping, assessment planning, direct and indirect assessment, actions taken to close the loop, and reporting, will be completed by all programs every year. CAPR and programs will coordinate PLO assessment activities and reporting with Educational Effectiveness Council.

I. Academic Program Review Procedures, B. Annual Program Report, 1. Introduction and Planning Discussions:

The Annual Report is a valuable mechanism to hold departments and the administration jointly accountable for academic program quality and provide departments with the following benefits…

- **Annual program of assessment cycle provides ongoing analysis of program learning outcomes**

I. Academic Program Review Procedures, B. Annual Program Report, 1. Introduction and Planning Discussions, Annual Report Timeline:

After consultation with the program faculty, the Program Chair/Director will submit the 3 page Annual Report to the College Dean at the end of ~~Winter~~ **Spring** Quarter.

I. Academic Program Review Procedures, C. Academic Program Review Procedures for Programs Without External Accreditation, 2.1 Summary of Previous Review and subsequent Annual Program Reports:

This document will address a summary of the last program review and the plan developed at that time, discuss the program's progress in implementing that Plan and/or modification to the Plan **as reported in its Annual Reports**…

I. Academic Program Review Procedures, C. Academic Program Review Procedures for Programs Without External Accreditation, 2.2 Curriculum and Student Learning:

~~A copy of the program's Outcomes Assessment document, which summarizes the data and what has been learned from this information, the steps the program has taken in response, and what further steps should be taken will be attached. Include online and hybrid learning.~~ **This section should contain a summary and analysis of the program's Student Learning Assessment Plan. This summary should contain: a copy of the program's learning outcomes (PLOs), a curriculum map demonstrating the alignment of courses to PLOs, a description of what assessment measures have been used to measure each of the PLOs, a summary of all assessment results obtained since the last program review, and a discussion of how these results have or will be used for program improvement. Assessment results for any online or hybrid learning should be included.**

I. Academic Program Review Procedures, C. Academic Program Review Procedures for Programs Without External Accreditation, 3. Plan, 3.2 Assessment:

What is the program's assessment plan for the next five years? What if any changes will you make to your Program Learning Outcomes? What is your schedule for assessing your PLOs? What assessment processes will you be using to assess your PLOs?

I. Academic Program Review Procedures, C. Academic Program Review Procedures for Programs Without External Accreditation, 6. Dean's Acknowledgement:

The Five-Year Program Review should include a statement from the Dean acknowledging that he/she has reviewed the Five-Year program review document and will monitor the program's program review process to ensure timely and thoughtful completion of the Five Year Review of any CAPR recommendations in said Program Review documents.

I. Academic Program Review Procedures, 5-Year Review Submission Timeline for Programs *without* external accreditation:

- ☑ Fall Quarter: Review committee is chosen by program faculty, which will assume responsibility for the preparation of the Self-Study and Five-Year Plan. **Program Chair submits request for approval of External Review to College Dean, then forwarded to AVP APGS.**

I. Academic Program Review Procedures, G. Monitoring of the Program Review Process:

The College Dean or Dean's appointee will **monitor the program's program review process to ensure timely and thoughtful completion of the Five Year Review and** implementation of **any** CAPR recommendations in said Program Review documents.

CONCLUSION:

CAPR, in approving the changes to the Academic Program Review Procedures, is providing a more “user friendly” tool to help academic programs better position themselves for the review process and program success. Following approval, CAPR will roll out the program to all College Council of Chair meetings on campus to ensure every program receives information at the same time and can ask questions or seek clarifications. Next steps include the development of an online reporting website that assists programs organize and submit their reports.

Vote:
Yes: 9
No: 0
Abs: 0