**Regent University**

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**ACADEMIC PROGRAM REVIEW UPDATE**

(School/College Name)

2017-2018

# Academic Program Review

**List of Degree Programs**

(List all degree programs and any of their concentrations below for your school/college)

# Overview

**Rationale**

Regent University consists of academic units (i.e., schools and a college) which house academic programs. An academic program consists of a curriculum of courses and is supported by faculty, advisors, support staff, and other administrative stakeholders. In many cases, an academic program overlaps with other academic programs, usually in the same academic unit. For example, faculty may teach in more than one program, or some of the courses may be required across multiple programs. Because of this overlap, conducting a program review only at the program level will create a number of redundancies. As a result, this Program Review Update is designed to be completed at the dean level. It allows each section to be completed once for the unit with an option to add material that may be unique to a program.

The format and content of this program review is designed for two purposes:

*Centralization*

To make the assessment process more efficient, Regent centralizes all assessments practices through one reporting procedure. The program review will be that one report for each academic program.

*SACSCOC Compliance*

In addition to reviewing processes for improvement, the program review process is designed to feature a number of concepts that need to be reported in Regent’s SACSCOC report. This should make the compilation of artifacts and narratives efficient and effective.

**Timeline**

The program review is divided into five sections. Each section has a specific due date by which the requirements of that section should be completed and approved. The due date of each section is articulated at the top of the section. All sections can be completed prior to their due date provided the assessed period is still adequately reviewed.

**Assistance**

The Office of Assessment is here to assist in the completion of this project. There are a number of sections in which the Director of Assessment and Compliance must approve specific pieces of content before that section can be considered complete. This must be taken into account during the planning of the program review.

Even though deans are tasked with completing this project, they are encouraged to utilize the faculty in their school to accomplish the various sections. This is particularly true for the sections that require program-specific reporting.

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# Section I: Introduction

**Part 1a: Training Orientation**

**Due Date**

Friday, May 26, 2017 (Last Friday in May)

**Section I: Steps to Completion**

* A scheduled meeting with the Director of Assessment and Compliance to review the Program Review Template, Timeline & Due Dates, Approval Process, and Section Templates.

**Part 1b: Complete Faculty Roster**

**Due Date**

Friday, July 28, 2017 (Last Friday in July)

**Document(s) to Complete or Reference**

* [Appendix 1: Faculty Roster template](#_Appendix_1:_Faculty)

**Section I: Steps to Completion**

* Complete Faculty Roster for Spring 2017 semester.

# Section II: Faculty Review

**Due Date**

Friday, August 25, 2017 (Last Friday in August)

**Section II: Steps to Completion**

* Provide a description and list of examples of how faculty performance is reviewed regularly in your school (this includes examples of online, on-campus, full-time, and adjunct faculty). If a particular program has a unique component, please list that as well.
* Provide a description and list of examples of how faculty are encouraged or equipped to participate in professional development activities. If a particular program has a unique component, please list that as well.
* Provide a description and list of examples of how faculty leaders in your school (e.g., dean and chairs) determine if programs are adequately staffed with full-time faculty. Provide the outcome of this analysis. If a particular program has a unique component, please list that as well.

# Section III: Curriculum Review

**Due Date**

Friday, November 17, 2017 (Friday before Thanksgiving)

**Template(s) to Complete**

* [Appendix 2: Curriculum Map](#_Appendix_2:_Curriculum)
* [Appendix 3: Syllabi Review Template](#_Appendix_3:_Syllabi)

**Section III: Steps to Completion**

* For each program in your school…
  + Provide a description and list of examples of how the program fulfills the part of Regent’s mission that reads, “…providing excellent education through a Biblical perspective and global context.”
  + Complete or update the curriculum map
* Complete the Syllabi Review Form.
* (Graduate Programs) Provide a description and list of examples of how your graduate curriculum is more advanced than a similar undergraduate program at Regent.
* (Undergraduate Programs) Provide a description and list of examples of how the general education curriculum supports the academic programs.

# Section IV: Programmatic Support Review

**Due Date**

Friday, April 27, 2018 (Last Friday in April)

**Section IV: Steps to Completion**

* Provide a description and list of examples of the student worker and staff support for your programs. Illustrate adequacy.
* Provide a description and list of examples of how technology is used to enhance student learning. Illustrate adequacy.
* Provide a description and list of examples of how your programs are supported through Regent’s academic support services (e.g., facilities, library, CTL). Illustrate adequacy.
* Provide a description of any relationship with an external entity that supports your programs.

# Section V: Dean’s Approval

**Due Date:** Friday, May 25, 2018 (Last Friday in May)

Click here to enter text.

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Signature Date

# Appendix Section

## [Appendix 1: Faculty Roster Template](#_Section_I:_Introduction)

**Faculty Leadership Roster Form**

**Qualifications of Full-Time and Part-Time Faculty**

**Name of Institution:** Regent University

**Name of Primary Department, Academic Program, or Discipline:**

**Academic Term(s) Included: Date Form Completed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **NAME (Position)**  **(Designate “F” or “P”)** | **COURSES TAUGHT IN**  **SPRING 2017 SEMESTER**  **(Designate “D,” “UN,” “UT,” or “G”)** | **ACADEMIC DEGREES& COURSEWORK**  **Relevant to Courses Taught, Including Institution & Major**  **List specific graduate coursework, if needed** | **OTHER QUALIFICATIONS & COMMENTS**  **Related to Courses Taught** | **Transcript on File** |
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**F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate**

## [Appendix 2: Curriculum Map](#_Section_III:_Benchmark)

To complete the curriculum map, fill in the first table with demographic information. In the second table write or reference the learning outcomes across the top row. List all the courses in the program/major down the left column. In the appropriate cells, list “I” for each course that introduces the learning outcomes; list “E” for each course in which the program learning outcomes is emphasized; list “C” for each course in which the student should be able to demonstrate competency. Each learning outcome should have an I, E, and C. Each course should have at least one designation.

|  |  |  |  |
| --- | --- | --- | --- |
| School: | Program: | Pro. Dir.: | Year: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (PLO 1) | (PLO 2) | (PLO 3) | (PLO 4) | (PLO 5) | (PLO 6) |
| (Course 1) |  |  |  |  |  |  |
| (Course 2) |  |  |  |  |  |  |
| (Course 3) |  |  |  |  |  |  |

## [Appendix 3: Syllabi Review Template](#_Section_III:_Benchmark)

**Terms and Definitions for Each Section**

* **Course ID**: This is the course prefix and the course number.
* **Main Professor:** This identifies the contact person for the syllabus for each course. If there are any needed corrections or changes, this person will be contacted.
* **Correct Format**: The syllabus aligns with the current syllabi template.
* **Comparable Sections**: Every section of a course should be the same. If there are any differences between sections, each difference should be approved by the correct authority. This include the same course that is offered online, on-campus, and hybrid.
* **Measureable Course Learning Outcomes**: Every course should have a set of learning outcomes. These learning outcomes should be measureable (the student should possess a skill with the knowledge of the material that is precise and observable) and reflective of the material in the course.
* **Each Assignment Supports a CLO**: Each assignment within a course should be connected to a course learning outcome. Each assignment should either: 1) expose the student to the learning outcome, 2) aid the student in developing a skill within that learning outcome, or 3) require the student to demonstrate competency within a learning outcome. (The table is only requesting whether or not each assignment fulfills at least one of the three purposes above. It is not requesting to identify which purpose.)
* **Align with the Credit Hour Policy:** For every 1 credit hour that the student earns, it is expected that the student engages with the course for 45 actual hours (e.g., lecture, studying, writing a discussion board post). During the review, faculty should analyze the course content and determine if the workload is sufficient for the credit hours for the course.
* **Requested changes, updates or comments:** If there are any sections that need to be addressed; this will be where the suggested changes, updates, or comments will be articulated.

**Review Table** (Please reference the above terms while completing the table below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course ID | Main Professor | Correct Format  Y/N | Comparable Sections  Y/N | Measureable Course Learning Outcomes  Y/N | Each Assignment Supports a CLO  Y/N | Align with the Credit Hour Policy  Y/N | Requested changes, updates or comments. |
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Action plan(s) (with due date) for each syllabus not in compliance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_