



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Academic Program Review	Effective Date: 12/12/2019	Policy Number: 4-407
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	Responsible Authority: Provost and Vice President for Academic Affairs	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF degree programs represented in the Florida Board of Governor's academic program inventory.

BACKGROUND INFORMATION

A university's core function is to award degrees and UCF is committed through its mission to providing high-quality undergraduate and graduate education that serves its surrounding communities with their diverse and expanding populations, technological corridors, and international partners. Fulfilling this mission requires strategic identification of program need, followed by the thoughtful design and delivery of curriculum to address the needs. It also requires engaging in continuous self-reflection, evaluation, and improvement efforts.

In this regard, the university employs a variety of mechanisms to regularly review the overall health, quality, and relevance of its various degree programs. This policy addresses specific expectations set forth in Florida Statute 1001.03 and Florida Board of Governor's Regulation 8.015 that call for the cyclical review of all academic programs at Florida's public universities. Expectations are that typically, these reviews occur every seven years. While the state statute and regulation identify some required elements, the university defines its own review process. The usefulness of the academic program review depends heavily upon the genuine engagement of all stakeholders including program faculty members, staff members, and students, as well as academic leadership at the program, unit, college, and university levels. The perspectives of discipline experts external to the

university are also highly valued and essential to the undertaking. Whenever feasible, the university also seeks input from industry, alumni, and other stakeholders.

PURPOSES

The purposes of the academic program review are to examine the overall health, quality, and relevance of the university's degree programs, develop recommendations leading to program improvement, and to meet the requirements of Board of Governors Regulation 8.015 – Academic Program Review. In particular, the review emphasizes the assessment of student learning outcomes as well as the environment and infrastructure that support student learning.

DEFINITIONS

Degree Program. For purposes of this policy, degree program is defined as each unique entry represented in the Florida Board of Governor's official academic program inventory and for which active enrollments were reported during the most recent reporting cycle, provided the program has not received Board of Trustees approval for termination.

Program Review Council. The Program Review Council is an advisory group to assist in carrying out the purposes of academic program review as described above. Members are appointed by the provost or designee who is the sr. associate provost for Academic Affairs. The Program Review Council is chaired by the sr. associate provost for Academic Affairs. At minimum, other council members include the vice provost for Teaching and Learning and dean of the College of Undergraduate Studies, the vice president for Research and dean of the College of Graduate Studies, the vice provost for Faculty Excellence, and the director of Academic Program Quality, or their respective designees. Additional members may be added at the discretion of the provost or designee.

POLICY STATEMENT

Every seven years, each UCF degree program shall undergo a comprehensive formative review and assessment of the:

- mission and purpose of each program within the context of the university mission and the Board of Governors' strategic plan;
- appropriateness of teaching, research, and service goals;
- extent to which program objectives are being met and student learning outcomes are being achieved as well as how the results of these assessments are used for continuous improvement;
- sufficiency of program resources and support services;
- lower level baccalaureate program prerequisite courses to ensure that the program is in compliance with state-approved common prerequisites;

- limited access status of baccalaureate programs, when applicable, to determine if such status is still warranted; and
- other indicators of program health, quality, or relevance as determined by the university.

Reviews are informed by:

- institutional data,
- self-studies,
- specialized accreditation reports, if applicable,
- external discipline expert review, and
- other sources.

PROCEDURES

A. Roles and Responsibilities

Academic Program Quality

The Academic Program Quality unit provides general oversight and facilitation of the academic program review process on behalf of the provost. Its specific responsibilities include the following:

- establishes, maintains, and submits to the Board of Governors a schedule for the review of all academic degree programs in accordance with Board of Governor's Regulation 8.015 (Academic Program Review) and that takes into account the efficient and effective use of resources required to implement the review and maximize strategic gains (e.g., college-wide strategic planning and allocation of limited resources)
- develops and distributes a timeline for the upcoming review cycle
- provides an orientation for programs scheduled for review in the prior spring term
- facilitates the external consultant selection process with input from the Program Review Council and the applicable college
- consults with appropriate stakeholders to develop self-study and consultant report templates
- collaborates with other central units on campus to provide stakeholders with relevant institutional data to inform reflection and evaluation
- works with the college and/or program to coordinate the site visit when required (see B below)
- provides appropriate stakeholders with access to review materials (e.g., Program Review Council members, consultants)
- collects reports of major program changes since the last review from all applicable programs undergoing review
- acquires completed consultant reports and distributes to appropriate stakeholders

- compiles input from the Program Review Council and college to finalize lists of program strengths, weaknesses, and action recommendations
- electronically submits final program review summary reports to the Florida Board of Governors by established deadlines. The summary report for each program review must include the following components:
 - the CIP/degree combinations for the program(s) reviewed,
 - the current Academic Learning Compact for each reviewed baccalaureate program,
 - indicators identifying whether the program review was conducted in conjunction with any external reviews (e.g. accreditation reviews), and the date of the last review of the program(s),
 - a brief description of any major changes to the program since the previous review,
 - the current strengths and weaknesses of the program, and
 - a summary of the recommendations or action plan proposed for the program because of the review
- electronically maintains the complete set of program review reports (self-studies, consultant reports, and final results summaries)
- facilitates follow-up on recommended actions resulting from the review

The Applicable College Dean (or Designee):

- submits nominations for external consultants with input from program faculty members to Academic Program Quality for Program Review Council review
- meets with external consultants during the site visit
- reviews self-studies, consultant reports, and other review materials to inform recommendations for program improvement
- offers input at appropriate times throughout the review process, as to the overall assessment of program health, quality, and relevance, and toward developing actions for program improvement
- provides ongoing oversight for implementation of recommended actions for program improvement and facilitates updates to Academic Program Quality upon request

Department Leadership and Program Faculty Members:

- engage program stakeholders throughout the review process
- nominate external disciplinary experts to serve as external consultants for the review
- complete thoughtful self-studies to evaluate program health, quality, and relevance and recommend possible actions for improvement
- submit reports of major changes since the last review to Academic Program Quality
- compile supplemental review materials requested by academic affairs, the college, consultant(s), and/or the Program Review Council
- participate actively in the preparation for and execution of consultant site visits

- undertake companion processes (e.g., graduate faculty re-nomination in accordance with Graduate Council policy)
- implement the action recommendations resulting from the review and provide associated status updates to academic leadership upon request

Program Review Council

- selects program review consultants from the nominations submitted by the college and requests additional nominations if members deem necessary
- meets with external consultants during the site visit, in either group or individual settings, where appropriate and applicable
- reviews self-studies, consultant reports, and other review materials
- provides evaluative input to the Academic Program Quality unit to inform development of the final lists of program strengths, weaknesses, and recommendations for program improvement
- utilizes insights gleaned from program reviews to inform the council members' primary and other institutional duties, including their associated roles in executing the institution's mission

Provost or Designee

- appoints additional members of the Program Review Council as determined appropriate
- meets with external consultants during the site visit
- approves the final review results and major program changes reports for submission to the Florida Board of Governors
- utilizes insights gleaned from the program reviews to inform institution-wide strategic and curricular planning efforts and resource allocation, as appropriate

B. Acceptable Deviations from the General Policy

1. **Seven-year Cycle Exceptions** – Programs may be reviewed earlier or slightly later than the standard seven-year cycle for sound business reasons (e.g., to align a review with a specialized accreditation cycle; to align reviews within a college or unit). Adjustments must be approved by the Academic Program Quality unit and delayed reviews must be negotiated with the Florida Board of Governor's staff, as needed.
2. **Potential Streamlined Review for Programs with Discipline Accreditation or Equivalent** - Discipline accreditation or certification reports may substitute for portions of the academic program review self-studies if the provost or designee determines that they sufficiently address the elements considered under the program review process. In such instances, the accreditation or equivalent process will normally have included a site visit by one or more discipline expert(s). At the discretion of the provost or designee, programs that achieve initial accreditation or reaffirmation for the maximum period allowed by the specialized accreditor may forgo a program review site visit by an external consultant.

RELATED DOCUMENTS

Florida Statute 1001.03 (13)

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1001/Sections/1001.03.html

Florida Board of Governors Regulation 8.015 (Academic Program Review)

https://www.flbog.edu/wp-content/uploads/Reg_08_015AcademicProgramReviewFinal-01_2015-1.pdf

UCF Graduate Council policy on Graduate Faculty and Graduate Faculty Scholars

<http://ucf.catalog.acalog.com/content.php?catoid=15&navoid=1279>

CONTACTS

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INITIATING AUTHORITY: Provost and Vice President for Academic Affairs

POLICY APPROVAL (For use by the Office of the President)	
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