

## **GLENVILLE STATE UNIVERSITY POLICIES**

### **ACADEMIC POLICY 26**

#### **PROGRAM REVIEW**

##### **26.1. General**

1.1. Scope - This policy delineates the responsibilities of the GSU Board of Governors and the Higher Education Policy Commission in the review of existing academic programs.

1.2. Authority - W. Va. Code §§ 18B-1-6, 18B-1B-4 and 18B-2A-4; WV Higher Education Policy Commission Series 10 effective October 10, 2008

1.3. Effective Date – April 21, 2020

1.4. Revision of Former Policy - Repeals and replaces Series 11 of Title 131 Procedural Rule of the Board of Directors of the State University System of West Virginia effective October 20, 1993 and Glenville State University Policy 26 - Program Review [2006].

##### **26.2. Basis of Program Review Process**

2.1. W. Va. Code §18B-1B-4 and 18B-2A-4 delineate responsibilities for the review of academic programs. The Board of Governors has the responsibility to review at least every five years all programs offered at Glenville State University(s) of higher education under its jurisdiction and in the review to address the viability, adequacy, necessity, and consistency with mission of the programs to Glenville State University's master plan, Glenville State University's compact, and the education and workforce needs of the responsibility district. Additionally, the Board of Governors, as part of the review, is to require periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience. The Higher Education Policy Commission has the responsibility for review of academic degree programs, including the use of Glenville State University's missions as a template to assure the appropriateness of existing programs and the authority to implement needed changes.

2.2. For the purpose of this document, a "program" is defined as curriculum or course of study in a discipline specialty that leads to a certificate or degree.

##### **26.3. Assumptions Used in Developing the Review Process**

3.1. A rational and comprehensive program review process requires differentiation among levels of degrees. The process, criteria, and standards for associate degree programs will differ significantly from those applied to bachelor programs.

3.2. The program review process must be accomplished within the limits of available staff and resources.

3.3. A continuous auditing process allowing for early identification of programs that need particular scrutiny is required to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal planning efforts.

3.4. A readily accessible computerized data base should be available to support the program review process.

#### **26.4. Evaluative Components**

4.1. In order to address the elements of viability, adequacy and necessity, each report will include the following core components:

4.1.1. Mission;

4.1.2. Faculty;

4.1.3. Curriculum;

4.1.4. Resources;

4.1.5. Student learning outcomes;

4.1.6. Other learning and service activities;

4.1.7. Viability; and

4.1.8. Program improvement.

4.2. Under the provisions of section 4.1, a report shall be submitted to the Higher Education Policy Commission for review.

#### **26.5. Program Review Procedures and Levels of Review**

5.1. The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at Glenville State University. The procedural elements

utilized by Glenville State University shall be submitted to the Higher Education Policy Commission for review and shall include, at a minimum the following components:

- 5.1.1. Delineation of the roles of faculty, administrators and Glenville State University's Board of Governors;
- 5.1.2. A process for external review that includes at least one reviewer, either external to Glenville State University or to the academic unit under review, as an outside evaluator for each program reviewed; and
- 5.1.3. A five-year schedule.

The Board of Governors will constitute a committee or committees to review appropriate programs during a given year. Glenville State University will draft, in accord with the Board of Governor's guidelines, a self-study. The Board of Governors will report to the Chancellor, by May 31, the results of the program reviews conducted each academic year.

5.2. Glenville State University shall submit the results of the program review actions in a common format designed to provide the Higher Education Policy Commission with essential information. The format elements are:

- 5.2.1. Name and degree level of program;
- 5.2.2. Synopses of significant findings, including findings of external reviewer(s);
- 5.2.3. Plans for program improvement, including timeline;
- 5.2.4. Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished;
- 5.2.5. Five year trend data on graduates and majors enrolled;
- 5.2.6. Summary of assessment model and how results are used for program improvement;
- 5.2.7. Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees); and
- 5.2.8. Final recommendations approved by governing board.  
For programs with specialized accreditation, Glenville State University shall provide a copy of the letter continuing the conferral of accreditation. Accredited programs that meet productivity guidelines will not be subject to further review by the Higher Education Policy Commission.

5.3. Program Review by the Board of Governors - The purpose of the appropriate Board review, conducted on a regular five-year cycle, will be to conduct an in-depth evaluation of the viability, adequacy, and necessity for each academic program, consistent with the mission of Glenville State University. Comprehensive self-studies conducted in compliance with accreditation or Glenville State University' processes and completed within the previous 60 months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body.

Programs that are accredited by specialized accrediting or approving agencies (for disciplines for which such agencies exist) recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect to adequacy. For programs so accredited or approved, Glenville State University shall submit: the comprehensive self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement from the chief academic officer regarding program consistency with mission, viability and necessity. In preparing Glenville State University's self-study, it will utilize a collaborative process which includes faculty, students, and administrators.

5.4. Glenville State University's personnel, external consultants, and the staff of the appropriate Board of Governors will be involved in establishing the criteria, standards, and process of evaluation, and in interpreting the information resulting from the review. It is the responsibility of Glenville State University to assure that the program review process is carried out objectively and that person(s) external to the academic unit in which the program is housed and/or external to Glenville State University participate in the review. The Higher Education Policy Commission strongly urges Glenville State University to consider using evaluators that are external to Glenville State University. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, the appropriate Board of Governors will select approximately 20 percent of all programs for review each year. For each program identified for review, Glenville State University will develop a self-study statement addressing the following items.

5.4.1. Viability - Viability is tested by an analysis of unit cost factors, sustaining a critical mass, and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, Glenville State University shall assess the program's past ability and future prospects to attract students and sustain a viable, cost-effective program.

5.4.2. Adequacy - Glenville State University shall assess the quality of the program.

A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by a specialized accrediting or approving agency recognized by the Federal Government or the Council for Higher Education Accreditation. Glenville State University shall evaluate the preparation and performance of faculty and students, and the adequacy of facilities.

5.4.3. Necessity - The dimensions of necessity include whether the program is necessary for Glenville State University's service region, and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of the programs' graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions shall also be addressed.

5.4.4. Consistency With Mission - The program shall be a component of, and appropriately contribute to, the fulfillment of Glenville State University's and system missions. The review should indicate the centrality of the program to Glenville State University, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both Glenville State University's aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon Glenville State University's ability to accomplish its mission should be stated.

5.5. Focused Program Review - The Board of Governors may request at any time that focused program reviews be conducted for a given purpose such as a) reviewing all programs within a discipline (e.g. biology) or b) concentrating on specific program review components (e.g. assessment). Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.

## **26.6. Possible Outcomes**

6.1. Glenville State University's Recommendation – Each five-year cycle of program review will result in a recommendation by Glenville State University for action relative to each program under review. Glenville State University is clearly obligated to recommend continuation or discontinuation for each program reviewed. If recommending continuation, Glenville State University should state what it intends:

6.1.1. Continuation of the program at the current level of activity, with or without specific action;

6.1.2. Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action.

6.1.3. Identification of the program for further development; or

6.1.4. Development of a cooperative program with another Glenville State University, or sharing of courses, facilities, faculty, and the like.

6.1.5. If it recommends discontinuance of the program, then the provisions of Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply.

6.1.6. For each program, Glenville State University will provide a brief rationale for the observations, evaluation, and recommendation. These should include concerns and achievements of the program. Glenville State University will also make all supporting documentation available to the Higher Education Policy Commission upon request.

6.2. Committee Recommendation - The appropriate Glenville State University Program Review Committee will develop a recommendation for action and present it to Glenville State University's Board of Governors for action and referral to the Policy Commission.

6.2.1. The committee may make recommendations that go beyond those also. The committee may request additional information and may recommend continuance on a provisional basis and request progress reports.

6.3. Appeals Committee and the Appeals Process - Any disagreement between a final recommendation of Glenville State University's Program Review Committee and the recommendation of the academic unit may be appealed to Glenville State University's Program Review Appeals Committee.