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FORT WAYNE SENATE  
EDUCATIONAL POLICY COMMITTEE  
MEMORANDUM

TO: The Senate  
FROM: Educational Policy Committee  
SUBJ: A Policy and Plan for Academic Program Review  
DATE: 22 October 1990  
DISPOSITION: To the Presiding Officer for Implementation

**Resolved,** That the Senate endorse the attached "Policy and Plan for Academic Program Review at Indiana University-Purdue University at Fort Wayne."

<i>Approving</i>	<i>Disapproving</i>	<i>Abstaining</i>	<i>Absent</i>	<i>Nonvoting</i>
M S Auburn V R Craig J A Eichenauer F T Kirchhoff	J A Haw	A A Finco	H L Broberg	J C Dahl

A POLICY AND PLAN FOR ACADEMIC PROGRAM REVIEW

AT

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT FORT WAYNE

Principles of Academic Program Review

The purpose of academic program review at Indiana University-Purdue University at Fort Wayne is to ensure that the quality and plans of academic programs contribute efficiently and effectively to the fulfillment of the institution's mission.

To accomplish this end, academic program review must be periodic and thorough and expert and objective, be conducted collaboratively by faculty and administration in their respective governance relations, base assessment upon qualitative criteria, maintain a future orientation, and be integrally related to the university's planning and budgeting processes.

To ensure uniformity of purpose, similarity in design, and a transactional character, the policy and plan for academic program review is endorsed in principle by the IPFW Senate and administered by the Office of Academic Affairs.

The Process Model of Evaluation

The academic program review process consists of five phases:

- I. Identification of the Program To Be Evaluated
- II. Selection of the Self-Study Committee
- III. The Self-Study
- IV. The External Review

V. Formalization of a Plan of Action in a Memorandum of Understanding.

I. Identification of the Program To Be Evaluated

Each program shall be reviewed at least once every ten years. Normally, programs shall be reviewed cyclically in an order established by the Office of Academic Affairs and published simultaneously with the implementation of the academic review policy and planning document. The order and interval may be adjusted unilaterally by the Vice Chancellor for Academic Affairs or upon request from the faculty or chair of the department or dean/director of the school/division.

Identification of the program to be evaluated shall consist of a letter of notice initiating the review, addressed to the dean/director of the school/division and the chair of the department. The letter shall outline the timetable for the review, request elections and nominations to the Self-Study Committee, and initiate assembly of the data required for the evaluation.

II. Selection of the Self-Study Committee

The Self-Study Committee shall consist of five persons. Three shall be from the department, where possible, and two shall be from outside the department. One of the department representatives shall be elected by the faculty of the department, and two shall be selected by the Vice Chancellor for Academic Affairs from nominations by the dean; the two

representatives from outside the department shall be selected by the Vice Chancellor for Academic Affairs in consultation with the dean. The committee chair, who shall be granted a quarter-time release for one semester supported by OAA funds, shall be appointed by the Vice Chancellor for Academic Affairs.

### III. The Self-Study

The Self-Study Committee's report shall (1) enumerate the program's goals and objectives as they relate to the academic missions of the school and the university, (2) analyze the program's strengths, weaknesses, and opportunities, (3) identify the specific issues facing the program, and (4) recommend actions that the committee believes are appropriate to address these issues, which actions may entail a recommendation that the program's goals be redefined in light of current or anticipated circumstances.

The report shall focus on analysis and evaluation. Besides analyzing academic trends in the program over the past several years, based at least in part upon institutional data assembled by the Office of Academic Affairs, the Self-Study Committee shall solicit the opinions and concerns of all faculty in the program during the evaluation process and represent those viewpoints in its report. The report, however, shall be a report of the committee and not of the department.

The report of the Self-Study Committee shall be considered an internal document and shall not be reported outside of the

university, except to the External Review Committee. To ensure the usefulness of the report to the External Review Committee, the OAA shall assemble the other parties to the review (the members of the Self-Study Committee, the chair of the department, the dean/director of the school/division, and the cognizant graduate school representative) to assess the accuracy, the clarity, and the fullness of the report. If the report is judged insufficient, the Self-Study Committee will revise the report and the foregoing step will be repeated; if the report is judged sufficient, though in need of minor corrections or modifications, the committee will revise the report and submit it to the OAA for distribution.

#### IV. The External Review

The purpose of the external review shall be to enhance the objectivity of the program review both in identification of program strengths and weaknesses and in evaluation of projected courses of action. The review shall be conducted by a team of (typically three) scholars and practitioners, as appropriate to the program under review, who shall visit the campus and shall provide a written report of their findings. The External Review Committee shall be selected by the Vice Chancellor for Academic Affairs. At least two of the appointees shall come from a list prepared by the Self-Study Committee; the third may be of the Vice Chancellor for Academic Affairs' own nominating and choosing.

The OAA, in consultation with the Self-Study Committee, shall prepare a letter of charge to the External Review Committee, and administration of the visit by the External Review Committee shall be shared by the Self-Study Committee and the Office of Academic Affairs.

The report of the External Review Committee shall be distributed to the Self-Study Committee, all program faculty members, the dean/director of the school/division, and the cognizant graduate school representative. An internal document, it shall not be published outside the university.

V. Formalization of a Plan of Action in a Memorandum of Understanding

After the Self-Study and External Review Committees' reports have been completed, a plan of action shall be developed and incorporated into a Memorandum of Understanding. The memorandum shall serve as the agreement of all parties with respect to the program's value and quality, its goals and objectives listed in priority order, and its plans for their achievement. Finally, it shall form a basis for measuring progress in accomplishing the plan of action and shall be amendable by agreement among the parties as circumstances change. It shall represent a good-faith intent to implement a plan of action, and each party to the memorandum shall be accountable for carrying out its provisions to the extent that it controls the conditions required to achieve the planned result.

Following receipt of the External Review Committee's report, the OAA shall coordinate efforts among the chair of the department, the Self-Study Committee, and the dean to identify issues and actions to be incorporated into the Memorandum of Understanding. After approving the final draft of the memorandum, the parties shall sign the document at a formal signing ceremony. Implementation and monitoring of the action plan shall be the responsibility of the dean, who shall integrate the program's action plan into the overall school plan, and, at the annual OAA budget hearings, report the action plans by priority and provide reports on progress made with regard to all concluded and ongoing program reviews.