Program Review Handbook

(For externally accredited programs only)

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Introduction

Externally accredited programs participate in a Program Review process on a schedule determined by their accreditor (e.g., CAEP, NASM). All components and aspects of the Program Review are dictated by the disciplinary accreditor, although this process is also a key component of our Middle States accreditation [Standard 3.8].
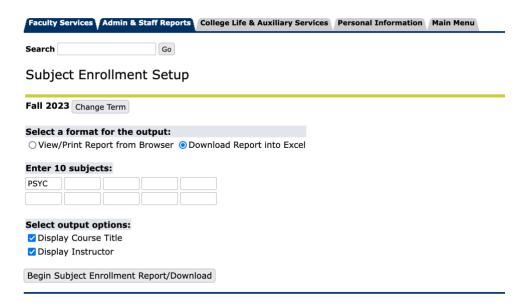
This Handbook provides information about potentially useful data resources for the Self-Study, expectations for reporting during and after the accreditation process, and the creation of an Action Plan following the external accreditor review.

Potentially Useful Data Sources

Information	Source
Department Profile Trends	Academic Department Profile page
Degrees Granted, Retention Rates, Graduation Rates, Trend Degrees Granted, Trend Enrollments by Major & Minor	Student Fact Book
Gender & Ethnicity, Average Cumulative GPA, Average High School & Test Scores, Average Transfer GPA, Persistence rate, Number of majors & minors	Academic Major Stats
Alumni employment, graduate school placement, and achievements	Submit a data request with at least 6 weeks' notice to the Advancement Office (advservices@potsdam.edu) for pertinent information about recent program alumni; Career Services collects information for the First Destination Survey and may be able to produce a department report, depending on staffing
Program Student Learning Outcomes	Program webpage (on SUNY Potsdam website)
Assessment Plan and Report	Submitted Assessment Plans & Reports
Faculty composition information (e.g., gender/gender identity, race)	Human Resources (do not ask faculty for this information)
Courses taught	Banner data (use BearPAWS; see page 5 below)

Use BearPAWS to get course offerings/enrollments:

1. Login to BearPAWS and click on the "Admin & Staff Reports" tab.
2. Towards the bottom, click the "Subject Enrollment" report option, pick a term, and click submit.
3. On the Subject Enrollment Setup page (see figure below):
   - select "Download Report into Excel"
   - enter the subject area needed
   - click "Begin Subject Enrollment Report/Download"

4. Once the download is complete, there may be either:
   - a prompt for what to do with the file (if so, open the file; if asked whether you want to open the file even though the extension does not match, click "yes"), or
   - a report downloaded at the bottom of the screen or in your Downloads folder (if so, click on that document to open it; if asked whether you want to open the file even though the extension does not match, click "yes")

Reporting Expectations During & After the Accreditation Process

When	Personnel Involved	Action
18 months before Self-Study Due Date (SSDD) to the external accreditor	Associate Dean or designee, Provost, Department Chair(s)	Associate Dean or designee requests, in writing, funding for review team from the Provost and cc's the Department Chair(s).
30 days before SSDD	Primary writer, Provost	Primary writer delivers electronic copy of Self-Study to Provost.
15 days before SSDD	Provost, primary writer	Provost requests revisions of the Self-Study. If revisions are not requested within 15 days, it will be assumed that revisions are unnecessary and the Provost endorses the Self-Study.
SSDD	Dean, Provost, Accreditation Liaison Officer (ALO)	Dean submits the final Self-study to Provost and ALO (for archiving).
Action Plan		
1 month after receipt of external accreditor report	Dean, Department Chair(s)	Dean and Department Chair(s) meet to discuss issues and priorities.
2 months after receipt of external accreditor report	Provost, Dean, Associate Dean, Department Chair, faculty	(a) Department Chair(s), Dean, Associate Dean, and Provost create an Action Plan—a description of planned actions in pursuit of improvement and an appropriate time frame and commitment of resources. (b) Department Chair shares the Action Plan with the faculty. Members of the academic program begin to develop and implement the Action Plan.

Action Plan Guidelines

An Action Plan is based on the external accreditor review and focuses on important aspects and overall health of the department's programs. The Action Plan includes a description of planned actions in pursuit of improvement, who is responsible for each action, an appropriate time frame, suggested resources, and a plan to evaluate the efficacy of the actions (Appendix 1).

Annual Review of Progress

When Department Chairs meet annually with their Dean, they will discuss each program's progress with the Action Plan, identify areas where faculty and staff can improve in terms of meeting stated goals, and ways the Dean's office can support implementation of the Action Plan. The Dean's office will document these meetings using the Annual Meeting Notes template (Appendix 2) and will send copies to the Department Chair and Provost. The Provost will respond to each recommendation made by the Dean and return the updated Annual Meeting Notes to the Dean and Department Chair.

At an annual state-of-the-school meeting, the Dean and Provost will discuss the Action Plan and its feasibility. The Dean and Provost will move forward, as appropriate, with program development support, budget allocation requests, and human/financial resources.

Action plans are complete once the relevant changes are implemented and evaluated. At this point, the Chair may propose a new Action Plan to address additional goals identified during the program review process.

Appendices

Appendix 1: Action Plan Template

Action Plan

Department:
Program:
Chair/program coordinator:
Date of approval by Provost:

Goal:		How will you evaluate the efficacy of the changes?			
		What criteria will be used to measure success?			
Action Steps Describe each step required for implementation and evaluation	When	Who		Necessary resources	Notes:
1.					
2.					
3.					
Goal:		How will you evaluate the efficacy of the changes?			
		What criteria will be used to measure success?			
Action Steps Describe each step required for implementation and evaluation	When	Who		Necessary resources	Notes:
1.					
2.					
3.					

Annual Meeting Notes

Department name:
Faculty/Staff present:
Meeting Date:

Annual Report Questions:

1. Discuss progress toward the department's goals and Action Plan from the latest Program Review (as appropriate) for the past academic year.
2. List department goals for the next academic year. Provide specific examples of goals emerging from the Program Review process and the campus Strategic Goals.
3. List the department's recruitment work from the past academic year. Provide goals and plans for the next academic year.
4. List five-ten departmental highlights relevant to continuous improvement in the past year.
5. Note progress regarding program student learning outcomes.
6. In what ways can the dean's office serve your department in the year to come?

Annual Report Comment	Dean's Questions and Suggestions	Department Response	Next Steps	Dean's request(s) to the Provost	Provost's Response

Prepared by:
Date prepared:
Date sent to Provost:
Date returned by Provost:

Instructions:
1. Dean's office sends a copy to the Department Chair and Provost at least five business days before the Dean's summer state-of-the-school meeting with the Provost.
2. Provost's office sends a copy to the Department Chair and Dean within 20 business days of the Dean's summer meeting with the Provost.