ACADEMIC PROGRAM REVIEW AT IDAHO STATE UNIVERSITY

Academic Program Review (APR) is an integral part of ISU's institutional assessment process to support mission fulfillment. APR provides faculty and academic units the opportunity to document the continuous improvement of programs and delivery of curriculum, to assess effectiveness of practices, and to plan and implement action aimed at enhancing achievement of student outcomes.

APR is required by the Idaho State Board of Education, Policy III. H. 2 and 4, and by the Northwest Commission on Colleges and Universities (NWCCU), specifically Standards 1.B.1 and 1.C.1 through 1.C.7.

APR is linked to the institutional strategic plan through Core Theme One, Learning and Discovery, and provides the institution with a mechanism to measure alignment with and achievement of the goals of the ISU Strategic Plan.

Note: The General Education Program undergoes its own review process (https://www.isu.edu/gerc/course--program-assessment-process/ Hence, some program courses may be included in both review processes.

Scope of Reviews

All programs that are not covered by specialized accreditation are required to complete a program review every seven years. In most cases, reviews will be conducted at the departmental level and will cover all degrees, programs, minors, and certificates housed in the department. In some cases, reviews will focus on distinct programs within larger departments. APRs will consider the full range of departmental activities.

Departments will submit annual program assessment reports to college leadership during years between APRs. College leadership will review these reports annually. If trends or significant points of concern are noted, college leadership will recommend departmental action based on their review and will notify Academic Affairs of their findings and recommendations.

Scheduling

A schedule of program reviews will be posted on the Academic Affairs website. Reviews may be called for earlier than scheduled if program circumstances warrant closer monitoring. Colleges should communicate any review schedule adjustments to Academic Affairs.

Reviewers

The review team must have at least two members, and at least one of these must be external to the university with expertise in the field. Any review team member from ISU must be from a department or program other than the one under review. Selection of review team members is made from a list of candidates submitted by the department.

Selecting external reviewers who have any recent connections with the program currently under review should be avoided if at all possible; if this is not possible, full disclosure of potential conflicts of interest should be identified.

The review team will submit a report to the dean or dean's designee within 30 days following the site visit.

Process Timeline

Recommended Schedule (Absolute deadlines are indicated bold)	Who is taking action	Action/Artifact	Reporting to Whom
February 1st of the academic year prior to visit	Academic Affairs	notifies college leadership and department chair of the program(s) to be reviewed for that academic year in accordance to the program review schedule	College leadership and department chair
1 year prior to visit	Program	begins assembling self-study document	(Interacts with program faculty)
6 months prior to visit	Department chair or designee	submits list of potential review team members	Dean or dean's designee
4 months prior to visit	Dean or dean's designee	selects/approves review team members	Program
3 months prior to visit	Dean or dean's designee	arranges for review visit / shares recommended report template	Review Team
1 month prior to visit	Program	completed self-study submitted	Review Team
Site Visit	Review team	visits campus and conducts program review	(Interacts with program)
1 month post visit	Review team	submits prepared report based on self-study and visit	College leadership
June 30 (of the academic year in which the review took place)	College leadership	shares a copy of the report	Program Faculty
August - October	Program faculty	review, discuss, and write a response to the review report, addressing issues that	

		are identified and outlining an action plan based on the report recommendations	
October 30 (of the academic year following the review visit)	Program faculty or college leadership	submits a copy of the review report and the program response	Academic Affairs and dean or dean's designee
(as needed)	Academic Affairs	meets regarding plan of action if needed	college leadership and department chair

Approved by Deans' Council, April 3, 2018
Approved by Faculty Senate, April 23, 2018