



MEMORANDUM

DATE: May 19, 2023

TO: Dr. Aaron Hegde, Chair, Academic Senate

FROM: The University Program Review Committee
Dr. Jinping Sun, Chair; Dr. Hager El Hadidi; Dr. Kyung Jung Han; Dr. Jacquelyn Ann K. Kegley; Dr. Dayanand Saini; Dr. Danielle Solano; Dr. Debra Jackson, ex officio

CC: Dr. Vernon Harper, Provost and Vice President for Academic Affairs
Dr. Debra Jackson, Associate Vice President for Academic Affairs, Dean of Academic Programs

SUBJECT: Annual Report of the University Program Review Committee, AY 2022-2023

This memorandum summarizes the activities of the University Program Review Committee (UPRC) for Academic Year (AY) 2022-2023. Members of the UPRC have worked diligently this year to make the program review process meaningful and helpful to academic programs and the University.

Context of University Program Review

AY 2022-2023 marked the first year of the implementation of RES 212230 University Program Review Committee Changes, which was approved by the Academic Senate in April 2022 and signed by the President in May 2022. A major change that became effective in AY 2022-2023 is the requirement of the dean's review as part of the university program review process. During AY 2022-2023, the first dean's review was completed for the BA in Communications program.

Another major accomplishment is the implementation of UPRC-initiated program review for programs that have not submitted a self-study after one year of their initial deadline. The Provost, in consultation with the UPRC, Academic Senate, Provost Council, and other constituencies, developed the UPRC Initiated Program Review Guidance. Following these guidelines, the Provost, along with the UPRC Chair and the Associate Vice President for Academic Affairs, Dean of Academic Programs (AVPAA), met with the program director and/or department chair and school dean of each of the following programs:

- BA and MA in Spanish: The meeting took place on 3/6/2023, from 11 a.m.-12 p.m. and resulted in the UPRC-initiated review. An external review has been scheduled for Fall 2023.
- BS in Business Administration (BSBA) and Master of Business Administration (MBA): The meeting was held on 3/6/2023, from 12 p.m.-1 p.m. and at the end of the meeting, the Provost approved an extension for the programs. The new due date is 11/15/2023 for BSBA. The UPRC has not received the MBA program review extension request as of this writing.

University Program Review Committee

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- MS in Administration: The meeting was held on 3/6/2023, from 3 p.m.-4 p.m. and at the end of the meeting, the Provost supported the request to exempt the program from a review pending the decision to discontinue the program. On March 30, 2023, the Academic Senate passed RES 212219, Discontinuation of the Master of Science in Administration, which was approved by the President on April 17, 2023.
- MS in Health Care Administration (MS HCA): The meeting occurred on 3/7/2023, from 9 a.m.-10 a.m. and an extension was approved at the end of the meeting. The MS HCA Self-Study is due 1/18/2024.
- BA and MA in History: The History Department Chair submitted a program review extension request on May 17, 2023, according to which she will submit the Self-Study by August 28, 2023. The meeting with the Provost was cancelled.

Regarding the BA in Political Science program review that was due AY 2018-2019, the Provost met with the Department Chair of Political Science and Dean of Social Sciences and Education. The Provost approved an extension for the program. The UPRC has not received the Political Science program review extension request as of this writing.

The UPRC prepared the template for the implementation of the UPRC-initiated program review and submitted it to the Provost on March 21, 2023.

UPRC Workshop, October 28, 2022

The UPRC held an in-person program review workshop on October 28, 2022. In attendance at the workshop were representatives from the School of Arts and Humanities (A&H), School of Business and Public Administration (BPA), School of Natural Sciences, Mathematics, and Engineering (NSME), and School of Social Sciences and Education (SSE). Provost Harper and Academic Senate Chair Hegde offered welcome remarks, followed by a faculty panel (consisting of Dr. Janet Armentor, Chair of Sociology; Dr. Joel Haney, Chair of Music and Theatre; and Dr. Aaron Hegde, Chair of Economics) who shared their program review experiences and insights. Each member of the UPRC also presented on sections of the Self-Study and Program Plan. Following the workshop, a paper evaluation of the workshop was distributed to the participants. Survey results indicate that the participants found the workshop helpful.

Program Reviews Completed

During AY 2022-2023, the UPRC completed the following program reviews:

- BA in Philosophy: 9/13/2022
- BS and MS in Nursing: 9/27/2022
- BS in Physics: 10/11/2022
- BA and MA in Anthropology: 11/15/2022
- BA in Liberal Studies: 3/7/2023
- BA in Communications: 4/28/2023

MOUAP Meetings Completed

The following MOUAP meetings were held during AY 2022-2023:

- BS and MS in Nursing: 10/14/2022
- BA in Philosophy: 10/14/2022
- BA, BS and MS in Geology: 10/17/2022

- BS in Mathematics: 11/14/2022
- BA and MA in Anthropology: 12/13/2022
- BS in Physics: 12/19/2022
- BA in Liberal Studies: 5/17/2023

MOUAPs Completed

The following MOUAPs were completed in Spring 2022, but they were not included in the UPRC AY 2021-2022 Annual Report due to lack of communication – see **Issues of Concern** below:

- BS in Computer Engineering: 3/9/2022
- BS in Electrical Engineering: 3/9/2022
- BS and MS in Biology: 4/21/2022
- BA in Human Biological Sciences: 4/21/2022
- BS in Chemistry/Biochemistry: 5/24/2022

During AY 2022-2023, the following programs' MOUAPs were completed:

- BA in Sociology: 10/13/2022
- BA in Child, Adolescent, and Family Studies: 1/5/2023
- BA in Religious Studies: 3/7/2023
- BS and MS in Nursing: 3/10/2023
- BA, BS, and MS in Geology: 3/27/2023
- BA in Philosophy: /5/10/2023

Program Reviews That Could Not Be Completed and Moved to AY 2023-2024

- INST: in progress.
- MSW: awaiting the national accreditation decision and Dean's review; in progress.
- MBA: the UPRC has not received their program review extension request.
- BA and MA in History: the History Department Chair submitted a program review extension request on May 17, 2023, indicating they will submit the Self-Study by August 28, 2023.
- BA in Political Science: the UPRC has not received their program review extension request.
- BA and MA in English: the program reports that the Self-Study was delayed due to understaffing and is expected in Fall 2023.
- BA and MA in Spanish: the UPRC-initiated program review has been scheduled for Fall 2023.
- BA in Criminal Justice: extension approved for 9/15/2023.
- BA in Theatre: extension approved for 9/15/2023.
- Doctoral Program in Educational Leadership: extension approved for 9/15/2023.
- BS in Business Administration: extension approved for 11/15/2023.
- MS in Health Care Administration: extension approved for 1/18/2024.
- MA in Educational Administration: extension approved for 2/15/2024.
- MS in Educational Counseling: extension approved for 2/15/2024.
- MA in Special Education: extension approved for 2/15/2024.

Program Reviews Scheduled for AY 2023-2024

On 9/2/2022, the following programs were notified of their program reviews that are due 9/15/2023:

- BA in Art
- BS and MS in Kinesiology

- BS in Natural Science
- BA in Public Administration and Master of Public Administration
- MA in Education - Curriculum & Instruction
- Teacher Education Multiple Subjects
- Teacher Education Single Subject

The following programs that were originally scheduled for review in AY 2023-2024 were granted extensions:

- Honors Program: extension approved for 11/1/2023.
- BA in Child, Adolescent, and Family Studies: extension approved for 9/15/2024.
- BS and MS in Computer Science: extension approved for 9/15/2025.

Commendations

The UPRC appreciates that the Academic Senate approved RES 212230, which provides each UPRC member 3 WTUs per year. The UPRC also appreciates that Provost Harper supports the UPRC in implementing a process for programs that did not submit their self-studies in a timely fashion (including the option of the UPRC-initiated program review).

Issues of Concern

The UPRC has identified the following issues of concern:

- Preparing a Self-Study and Program Plan requires a considerable amount of time and effort. The UPRC recommends that support (in the form of release time, stipend, and others) be provided for faculty who work on their self-studies.
- Faculty have requested that a common set of data be provided for programs undergoing review. The UPRC submitted a list of data required for self-studies to IRPA so that they may supply programs with relevant data (such as graduation rates and student demographic information).
- The UPRC continues to urge the Academic Senate and the Administration to address the issue of not completing the MOUAP process in a timely manner. While strides have been made in holding MOUAP discussion meetings, eight (8) MOUAPs are pending for various reasons as of this writing.
- To better track completed MOUAPs, the UPRC recommends that programs send completed MOUAPs to the Office of Academic Programs.