

Memorandum of Administrative Policy Program Review Policy

Area: Academic Affairs

Section: Faculty Curriculum and Instruction

Number: 07.A.03 AP

Purpose

The University of Houston-Clear Lake has committed itself to an ongoing, cyclical, comprehensive shared governance planning system. It is an integrated system in that each of its various components plays a special, unique role. Each is vital to the optimal operation of the whole. Program review is one of those components. As an integral part of the shared governance planning system, a program review derives particularly from the years of annual planning, data reports, and assessments since the last program review.

The purposes of the program review are:

1. To improve program quality in the context of university and college missions, criteria for program approval by the state, national accreditation standards, guidelines put forth by academic organizations, and institutional resource needs and demands
2. To help a program examine itself in its entirety (its focus, its faculty, its curriculum, its students, and its resources and facilities) within a framework that includes its past development and its plans for its future
3. To provide the program with an impartial study of and response to the work presented in the Program Report by informed colleagues outside the program.

Definitions

1. Curriculum: A course of study which, for program reviews, is any degree, support area, concentration, teaching field, or certification offered by UHCL.
2. Program: A program is any academic unit offering one or more curricula. It has initial responsibility for the quality of each curriculum involved, the faculty who offer the curriculum, the students in the curriculum, the resources and facilities supporting the curriculum, and the focus of the program in all dimensions of its operation.

Policy Provisions

1. Review Cycle: All programs will undergo review on a cycle defined by the Program Review Schedule (PRS) jointly agreed upon between the Deans and EPCC. Each curriculum in a college must be reviewed in a specific program in the PRS.
2. Review Process: Each review will be developed by the program faculty, reviewed by EPCC, and submitted to the Provost with written comments.
3. Completion: Each program review should normally be completed in 26 months. The process starts with the appointment of the program report committee by the Dean and ends with the follow-up report a year after the interview with the Provost.

Implementation

1. Review Schedule: EPCC will utilize the current Program Review Schedule (PRS) to schedule reviews for each academic year.
2. Guide: EPCC will provide a Guide for Program Reviews to assist the process. This guide will contain a standard time schedule, a description of responsibilities for the various

participants, and guidelines for content to be used by participants.

3. Progress Reports: At the end of each academic year, EPCC will provide the Senate and the Provost with a list of reviews completed in the preceding year, a list of reviews delinquent at that point, and a list of reviews beginning at that point.

Approval

Approved:

December 12, 1998

Date