

Academic Program Review (SUNY Review of the Major) Process Check List

In accordance with Herkimer College's adoption of SUNY's Review of the Major outline for a Program Self-Study at a SUNY State-Operated Campus, all academic programs will be reviewed on a five year rotation, with a mid-cycle report at approximately 2-3 years into the Review process. Herkimer's process for completing academic program review is as follows:

- 1. The Associate Dean of Academic Affairs, Assessment and IE (ADoIE) announces curricula for Program Review and for Mid-Cycle Reports in the given year to the AD (Division Associate Dean), who then assigns Faculty Review Teams at the first division meeting of the semester.
- 2. Faculty Review Team sets up a meeting with IE/IR by **Sept. 30th** to discuss the process check list. A member of the Academic Assessment Committee (AAC) will be assigned as a liaison to assist the Program Review team.
- 3. Faculty set up a work schedule for research, data analysis, and writing. The IR Office will provide Program Review/Prioritization data *directly to faculty who are leading the Review*.
- 4. Faculty write the Program Review in *Word*, on schedule, using the Herkimer "Academic Program Review Outline for Program Self-Study" and the SUNY Appendix D outline as a guide. (*Mid-Cycle Report forms and the Appendix D guide are available in the Assessment Handbook in HerkimerGO).
- 5. ADs will read and respond to the Program Review draft in **December**, at which time Faculty will submit names of two qualified external reviewers (one must be a faculty member at another institution).
- 6. Faculty also send a draft to AAC at the end of the fall semester, for **Jan. or Feb.** meeting (faculty will need to check committee meeting schedules).
- 7. AAC will give feedback to faculty *directly* through the AAC liaison, within 2 weeks of submission/committee review. The Program Review faculty will make any necessary adjustments.
- 8. **Faculty will distribute the final draft Word document to the Division Associate Dean, and the (ADoIE). AD will make appointment with external reviewers by March 1st.**
- 9. AD contacts and arranges external reviewers during the month of **March**. External Review sessions include: the faculty, students from the program, the Provost, the IA Associate Dean, Student Services, and *ADoIE*, if needed. External Reviewer remuneration forms are available from the IE Office, to be filled out at the review session, *along with a W-9 for those who have not received previous payment from the College*. Submit completed forms to the IE Office.
- 10. AD contacts faculty when external reviewers have returned their evaluation forms.
- 11. AD meets with faculty to discuss findings, recommendations, and plans for implementing changes; they also complete the Major-2 Form; create action plans to include initiatives, resources, goals, expected outcomes, measures and timeline, and *distribute the entire Word document via email to the ADoIE, the Provost, and all who contributed to the review*.
- 12. AD sends a completion status summary to the Provost.
- 13. The Provost writes and *sends* a memo of response to the AD, *with recommendations to the Faculty Review Team and the ADoIE*. The response will be completed within the month of **April**. ADoIE will update the master review list.

- 14. The AD and faculty make an appointment with Executive Council to provide a brief report on findings and recommendations from the Review in April.
- 15. Full copies of the completed Program Review with external reviewer responses, EC notes, and recommendations are save and distributed to Division Offices, Provost's Office, and IE Office for posting to the Assessment Handbook and to the administrative shared drive by the end of the spring semester.
- 16. * Mid-cycle Reports will be completed by the program faculty according to the mid-cycle schedule, discussed with the AD, presented at a Division meeting, and sent to AAC as an informational item.
- 17. Faculty will *forward the Mid-cycle Report as an attachment to the Associate Dean of Academic Affairs, Assessment and IE, ie@herkimer.edu.*

Program Review Timeline at a glance:

- **August** (prior to the first Academic Division meeting) – ADoIE notifies Provost and Associate Deans of the year's upcoming Program Reviews.
- **August** (first Division meeting) – AD notifies faculty assigned to Review teams
- **September 30th** – Deadline for first meeting with the ADoIE to review the process
- **September through December** – Faculty team researches and writes the Review; schedules meetings as appropriate for completion; Discuss with Advisory Committee, as needed
- **December** – Team sends Review draft to AD for response; draft sent to AAC
- **January or February** - first AAC meeting- committee reads Review and responds directly to faculty
- **February – March 1st** – Final faculty edits to Review and appointments made for external reviewer visits
- **March 1st - March 30th** – All external reviewer visits and meetings are completed; remuneration forms are sent to IE office
- **April** – Responses are compiled into final document; AD and faculty meet and complete Major – 2 form; send to Provost for response; present findings to EC
- **May** – Full copies of final report and responses distributed to Division Offices, Provost's Office, and IE Office for posting in HerkimerGO and administrative shared drive