Comprehensive Program Review Policy

Summary

The Comprehensive Program Review (CPR) is a plan and process to discover the strengths and weaknesses of institutional programs.

Purpose

The purpose of the policy is describe the responsibility parties, the target programs, the CPR report, and the schedule.

Policy

The goal of comprehensive program review (CPR) at Columbus State University and in the University System of Georgia is the improvement of instructional programs by periodically reviewing their strengths and weaknesses and establishing a set of priorities for their improvement based on information gathered during a seven-year cyclical review process. The process is recognized as one part of the overall institutional effectiveness plan that also includes strategic planning, assessment of student learning outcomes, and assessment of outcomes in administrative areas. The plan as follows will be reviewed periodically to determine its effectiveness in providing adequate program review information for the university and the University System.

Review Responsibility

The process of conducting program review rests with a Program Review Committee consisting of nine faculty members. The committee will oversee the program review process, receive the reports of departments examining individual programs, receive the reports of program reviewers, and make recommendations based on these reports.

Program Review Committee Membership

The membership of the committee will include eight faculty members appointed by the Provost and Vice President for Academic Affairs (VPAA) and two ex officio members from Academic Affairs. The Provost/VPAA will consult the deans of the colleges and the Faculty Senate for nominations. Each committee member will serve a three-year term. Of the eight committee members,

- Two will be from each college with degree granting programs at the baccalaureate level or above; and
- All will be tenured faculty.

The voting members will elect a chair and co-chair. The Director of Institutional Effectiveness and the Associate Provost will serve as ex officio members of the committee and will coordinate the dissemination of information to be used in the program review process.

Comprehensive Program Review Committee members will refrain from participating in the committee's review process that pertains to a program or department in which the committee member holds rank or is budgeted.

Programs Subject to Evaluation

All university degree-granting programs, and general education, will be reviewed at least once every seven years. Exceptions to the CPR process may be made when a national accreditation review has occurred, as may be the case with programs in education, business, nursing, and music. In this case an Executive Summary of the accreditation report may be substituted for the complete CPR report. For these programs, however, performance indicators addressing productivity and viability must be assessed according to the

self study procedures found at the link below. However, no program review cycle may exceed ten years. Programs triggered for review by the University System Office based on enrollment and the number of degrees awarded require immediate attention and may need to be reviewed the following academic year.

Program Review Report

In accord with BOR policies, the program review report will include responses to the items listed under the self-study procedures that address quality, productivity, and viability. Overall, the focus of the report will be on academic programs; however, some items are best answered for the department in general than for each program offered by the department.

Timeline of Program Review Activities

January: Department submits names and supporting documentation of no more than three external reviewers to the appropriate dean for approval. Reviewers may be faculty assigned to other departments at CSU, Columbus-area professionals in the field or others from the state of Georgia. The dean will consider requests for reviewers from outside the state of Georgia. Travel expenses of the reviewers will be funded through the Office of the Vice President for Academic Affairs, but will not include costs for accreditation reviews that are budgeted separately. A department may choose to provide reviewers with an honorarium; however, those costs are the responsibility of the department or college.

February: Dean responds to the department; department contacts reviewers.

June - July: Departments request data from the Provost/VPAA office.

August: Quantitative data to be used in conducting self-studies sent to departments by the Office of the Provost and VPAA.

September - October: Department conducts self-study based on the performance indicators addressing quality, productivity, and viability using the self study procedures and report format.

November: Department completes its portion of the evaluation form and sends an electronic copy of form and the self-study report to the dean and to the review team. Department contacts reviewers to confirm date of visit.

November - December: Review team visits department. At the end of the visit, the team completes the evaluation form and submits its report to the department chair. (A sample format is provided in the Program Review Report section above if the review team wishes to complete a narrative report in addition to the evaluation form. The completion of a separate narrative report is not required, but may be completed in addition to the evaluation form, if desired.)

January: The Department chair sends electronic copies of the completed self-study and evaluation form (and narrative report, if provided) to the Comprehensive Program Review Committee. The evaluation form should be submitted in the .xlsx format so that the CPR committee can complete the final version of the form.

January - March: The CPR committee reviews the report, completes the evaluation form, and forwards its report to department chair with a copy to the dean.

April: After consultation with the department chair, the dean develops a program improvement plan as part of the self-study executive summary, and sends this report to the Provost/Vice President for Academic Affairs. If the dean recommends changes for the program, the Provost will work with the department chair and the dean to determine the feasibility of the changes recommended and a timetable for implementation.

Program Review Schedule

The following program review schedule indicates the academic year in which programs will be reviewed. For programs undergoing accreditation review by national boards, the process required by the national boards will substitute for the quality component of the program review process required by the Board of Regents. For these programs, however, performance indicators addressing productivity and viability must be assessed according to the self-study procedures.

Review Year	Academic Programs to be Reviewed	National Accreditation Schedule
2011-2012	Music* (MM)1 Theatre (BA and BFA)2 Theatre Education (BSED)2 Nursing (BSN)3	
2012-2013	Biology (BA, BS) Biology – Secondary Education (BA) Accomplished Teaching (MED) Community Counseling (MS) Early Childhood (BSED, MED, and EDS) Educational Leadership (MED and EDS) Exercise Science (BS) Health and Physical Education (BSED and MED) Middle Grades Education (BSED, MED, and EDS) School Library Media (MED) School Counseling (MED and EDS) Secondary English Language Arts (MED) Secondary Mathematics (MED) Secondary Science (MED) Secondary Social Science (MED) Secondary Education (EDS) Special Education (BSED and MED)	

	MAT Programs (except for Art)	
2013-2014	Art (BFA) Art Education (BSED, MAT, and MED) Chemistry (w/Secondary Education track) (BA/BS) Criminal Justice (AASCJ and BS) History (w/Secondary Education track) (BA) Music (BA)4 Music Education (BM)4 Music Performance (BM)4 Music (MM) Accounting (BBA) Business Administration (MBA and Web MBA) Computer Science (BS and MS) Finance (BBA) General Business (BBA) Information Technology (BS) Management (BBA)	Art, NASAD, 2022-2023 Music, NASM, 2021-2022 Theatre, NAST, 2023-2024

	Management Information Systems (BBA) Marketing (BBA) Organizational Leadership (MS)	
2014-2015	General Education Curriculum SACSCOC Self-Study	
2015-2016	Communication (BA) Information Technology (WebBSIT) - Consortium Mathematics (BA and BS) Mathematics – Secondary Education (BS) Political Science (BA) Public Administration (MPA)	
2016-2017	Earth and Space Science (BS) Liberal Arts (BA) Sociology (BS)	

2017-2018	Curriculum and Leadership (EDD)English Language and Literature (w/Secondary Education track)(BA) Modern Language and Culture (BA) Psychology (BS)	
2018-2019	Nursing (RN to BSN) Family Nurse Practitioner (MSN)Theatre (BA and BFA) Theatre Education (BSED)	Nursing (RN to BSN, CNNE, Spring 2025 Family Nurse Practitioner, CNNE, Fall 2018 Theatre, NAST, 2023-2024

2019-2020	Biology (BA, BS) Biology – Secondary Education (BA)	Education Programs, CAEP, Spring 2020
	Learning Support Accomplished Teaching (MED)	
	Clinical Mental Health Counseling (MS)	
	Communications (AA)	
	Early Childhood (BSED, MED, MAT, EDS)	
	Educational Leadership (MED, EDS)	
	Exercise Science (BS, MS)	
	Health and Physical Education (BSED, MED, MAT)	
	Health Science (BS)	
	Math and Science -Online (MAT)	
	Middle Grades Education (BSED, MED, MAT, EDS)	
	School Counseling (MED and EDS)	
	Secondary Biology (MAT)	
	Secondary Chemistry (MAT)	
	Secondary Earth Space Science (MAT)	
	Secondary Education (EDS)	
	Secondary English Language Arts (MED, MAT)	
	Secondary History (MAT)	
	Secondary Mathematics (MED, MAT)	
	Secondary Science (MED)	
	Secondary Social Science (MED)	
	Special Education (BSED, MED, MAT, EDS)	
	Teacher Education (MED)	

2020-2021	Accounting (BBA) Business Administration (MBA and Web MBA) Computer Science (BS and MS) Criminal Justice (AASCJ, BS) Finance (BBA) Film Production (AA) General Business (BBA) Information Technology (BS) Information Technology (WebBSIT) Management (BBA) Management Information Systems (BBA) Marketing (BBA) Organizational Leadership (MS) Chemistry (BA, BS) Chemistry Sec Ed (BA) Criminal Justice (AASCJ and BS) History, History Sec Ed (BA, MA)	Business Programs, AACSB, 2018-2019 Chemistry, ACS, 2017
2021-2022	Associate of Arts (AA) General Studies (AS) General Education (Core Curriculum) Learning Support Natural Sciences (MS)	
2022-2023	Communications (BA)	

2023-2024	Art (BFA) Art Education (BSED, MAT, MED) Art History (BA)Music (BA) Music Education (BM) Music Performance (BM) Music, Education and Performance (MM)	Art, NASAD, 2022-2023 Music, NASM, 2021-2022

*Programs triggered by the USG.

1Deferred from 2008-2009

2Deferred from 2009-2010

3Deferred from 2010-2011

4Deferred from 2010-2011 to coincide with NASM accreditation process.

Related USG Policy

3.6.3 Comprehensive Academic Program Review

Last Update

3/8/17

Responsible Authority

Provost Office