

# Academic Program Review: Instructions for Self-Study Report

The Program Review Process - By mandate of the Oklahoma State Regents for Higher Education, all degree-granting programs undergo periodic review. At OU, the review is a 12-18-month, three-step process conducted on a seven-year cycle. In the spring semester preceding the review, the program completes a self-study. In the academic year (AY) following the spring semester, the Academic Program Review Committee (APR) (formerly Campus Departmental Review Panel) uses the self-study, along with the joint report of the two on-site reviewers, as the basis for further inquiry. The APR Committee then conveys its recommendations to the Provost who then meets with the dean, and the unit faculty. On the basis of those recommendations, the unit develops an action plan, which is approved by the Provost. In the subsequent years, the unit executes the plan. The result of the entire process is reported to the State Regents. For background, see OSRHE Policies & Procedures, 3.7 APR: <http://www.okhighered.org/state-system/policy-procedures/Chapter%203-June%202010%20with%20old%203.17.pdf> and OU Faculty Handbook § 5.37.

The Self-Study Process - Typically, the chair or director, in consultation with Committee A, will appoint a committee to organize the self-study process. The committee will organize itself and collect information in the spring semester prior to the review. The Office of Institutional Research and Reporting provides the committee with the "Departmental Profile", a compilation of statistics on enrollment, budget, faculty, and diversity. In addition, the Provost's office will provide the results of its online survey of faculty satisfaction with the program. The committee should draft, discuss, and finalize the report in the spring and summer, ideally with input from the entire faculty on the final version. The budget dean for the unit reviews the draft and provides comments to the unit. The budget dean will set a deadline for initial submission that will allow timely submission to the Provost's office for distribution to the APR Committee. **The deadline for submission of the self-studies to the Provost for the units under review in 2017-2018 will be September 8, 2017.**

Overview of the Self-Study Report - The Academic Program Review (APR) is an evaluation process meant to help units assess and improve their teaching and scholarly and creative activity. Academic units are expected to study the provided "department profile" data trends and make projections in accordance with the strategic goals of the unit. Hence, the self-study report should be written with the goal of reflecting on the past and projecting to the future strategically, keeping in mind the mission of the institution, the vision of the college and the potential of the unit. At the conclusion of the review, the APR committee will provide a set of recommendations to the Provost taking into consideration the input of the faculty, the external reviewers, and the Dean. The Provost finalizes the review process by communicating strengths, weaknesses and opportunities in the form of a set of recommendations. The unit is expected to develop an action plan to address the opportunities and fully implement the plan before the next review. The APR report should not be shelved at the end of the review cycle. Instead, it should serve as a framework for constant improvement.

Report miscellanea - **We require that the unit provide an electronic version of the self-study.** Please provide a table of contents for the self-study and some form of pagination for the document. This should include the narrative and most appendices. If we need paper copies we will let you know.

External reviewers - Two external reviewers will be chosen to review the self-study and provide an evaluation of the unit's assets, challenges, and needs. The reviews will be based on the self-study (plus any additional material requested) and will involve a site visit. Reviewers should be senior faculty from comparable units around the country. *When you forward the self-study to your dean,*

*please include a list of at least six potential reviewers plus contact information (email address, phone numbers, and addresses).*

The degree programs under review during 2017-2018 have been shared a dropbox folder which contains the following information:

1. Faculty satisfaction survey results
2. Student satisfaction survey results
3. Unit level financial data
4. Guidelines for using Minerva for the departmental profiles
5. Template for the self-study report
6. A table that cross references department profile data to the sections of the self-study report