

Saginaw Valley State University Academic Program Review: Policies & Procedures

2/19/2024

Academic Departments are required to submit two sets of reports as part of the program assessment process. The first is the Annual Program Assessment and Departmental Planning Report (APA). These reports are submitted annually to the Dean who is overseeing the program and synthesized into the college report which is then submitted to the Office of Academic and Student Affairs on a yearly basis. These reports focus on activities that took place in the prior academic year; however, they should also include data that contribute to the 7-Year External Review and Strategic Action Plan.

The second report is the 7-Year External Review and Strategic Action Plan (SAP). This report consists of a self-study, external review, and action plan that is developed in response to the self-study. While this report will incorporate data that was collected as part of the APA reports, the intent of this report is for the department to review how their mission aligns with the university mission, assess progress towards that mission with the feedback of an external reviewer, and then develop a multi-year action plan in response to this process. *Only departments and programs that do not undergo regular review as part of an external accreditation process are required to submit a SAP at least every 7 years.*

Details of departmental resources allocated towards the assessment process are listed in section D.3. of the SVSU-Faculty Association Contract.

Details regarding submission deadlines are listed here:

<https://www.svsu.edu/academicandstudentaffairs/>

APA Report Procedure

1. During the fall semester of each year, the Associate Provost will schedule a meeting of deans, department chairs, and program coordinators to review the annual reporting process for that year. This training will include a review of student learning objectives and discussion of reporting schedules.
2. In winter semester, the Associate Provost will release the annual assessment form to departments and programs along with instructions for submission.
3. These annual reports are due in June of each year and will be sent from departments to colleges. Deans will utilize the reports to generate college reports that are submitted to the Provost and Vice President for Academic Affairs for review.

SAP Report Procedure

1. In the academic year prior to a scheduled self-study, Deans and Department Chairs should meet to discuss resource allocations as per section D.3. of the SVSU-Faculty Association Contract and outline shared expectations and goals.
 - a. The process for the self-study is generally done over two semesters and involves data collection, analysis, and writing.

- b. The self-study is given to a consultant who reviews the report, visits the department, and then provides a written response.
 - c. The department will then develop an action plan and report on follow up activities in subsequent APA reports.
 2. Components of the Self-Study
 - a. Mission/Vision
 - i. Define the department's mission and vision.
 - ii. Explain how it aligns with the broader university mission.
 - b. Resources and Facilities: Evaluate institutional support for program success, including:
 - i. Library resources
 - ii. Faculty development
 - iii. Student support services
 - iv. Online/distance learning resources
 - v. Appropriateness of classrooms, labs, and other facilities supporting the program.
 - c. Budget: Detail the program's budget allocation.
 - d. Curriculum: Provide an overview of:
 - i. Program-specific curricula
 - ii. Field components
 - iii. Internships
 - iv. Culminating projects
 - e. Evaluation/Planning/Projections: Review annual program planning & assessment reports, focusing on:
 - i. Program goals
 - ii. Student learning outcomes
 - iii. Strengths and areas for improvement
 - iv. Resource utilization and impact
 - v. Program viability analysis (enrollment, retention, graduation rates, labor market demands)
 - vi. Assess the effectiveness of evaluation methods for student learning outcomes.
 - vii. Faculty: Provide a summary of faculty preparation in the discipline
 - f. Supporting Materials
 - i. Faculty and staff details
 - ii. Course syllabi
 - iii. Job and grad school placement rates
 - iv. Research funding information
 3. Consultant review of self-study
 - a. This individual should be someone from a peer institution
 - b. Consultants can receive up to \$1500 stipend and travel expenses
 - c. Consultants are generally on-site for 1-2 days, meets with members of the department, and provides a response to the self-study when the visit is completed
 - d. Consultant's report is added to the self-study
 4. Action Plan: Department develops action plan in response to external consultant's report. This provides support for continuous improvement.

5. Integrated report elements
 - a. Self-study
 - b. Consultant review
 - c. Action plan
 - d. Follow-up on Academic Program Assessment and Department Planning Report (APA)