

UNIVERSITY OF WISCONSIN-SUPERIOR

Academic Program Review

Guidelines

For Self-Study

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Purpose of Academic Program Review

The primary purpose of the Academic Program Review (APR) is to support the continuous improvement of academic programs and departments as it contributes to student learning. The APR at UW-Superior is a major component of the commitment to excellence made by the faculty and administrative staff. The APR is designed to accomplish the following:

For Academic Programs:

- To evaluate their contribution to UW-Superior academic goals of helping students learn, valuing people, understanding students' and other stakeholders' needs, measuring effectiveness and planning continuous improvement.
- To ascertain how each program is achieving stated goals and to reaffirm the appropriateness of those goals.
- To involve faculty, staff, students, internal and external reviewers, employers and other stakeholders in a collegial improvement process of the program.
- To provide a process for academic planning, budget review, and continuous improvement.
- To identify strengths and opportunities for improvements and to develop action strategies.

For Departments:

- To provide a process for academic planning, budget review, and continuous improvement.
- To identify strengths and opportunities for improvements and to develop action strategies.
- To assess their current goals, objectives, and activities in relation to college and institution-wide goals.

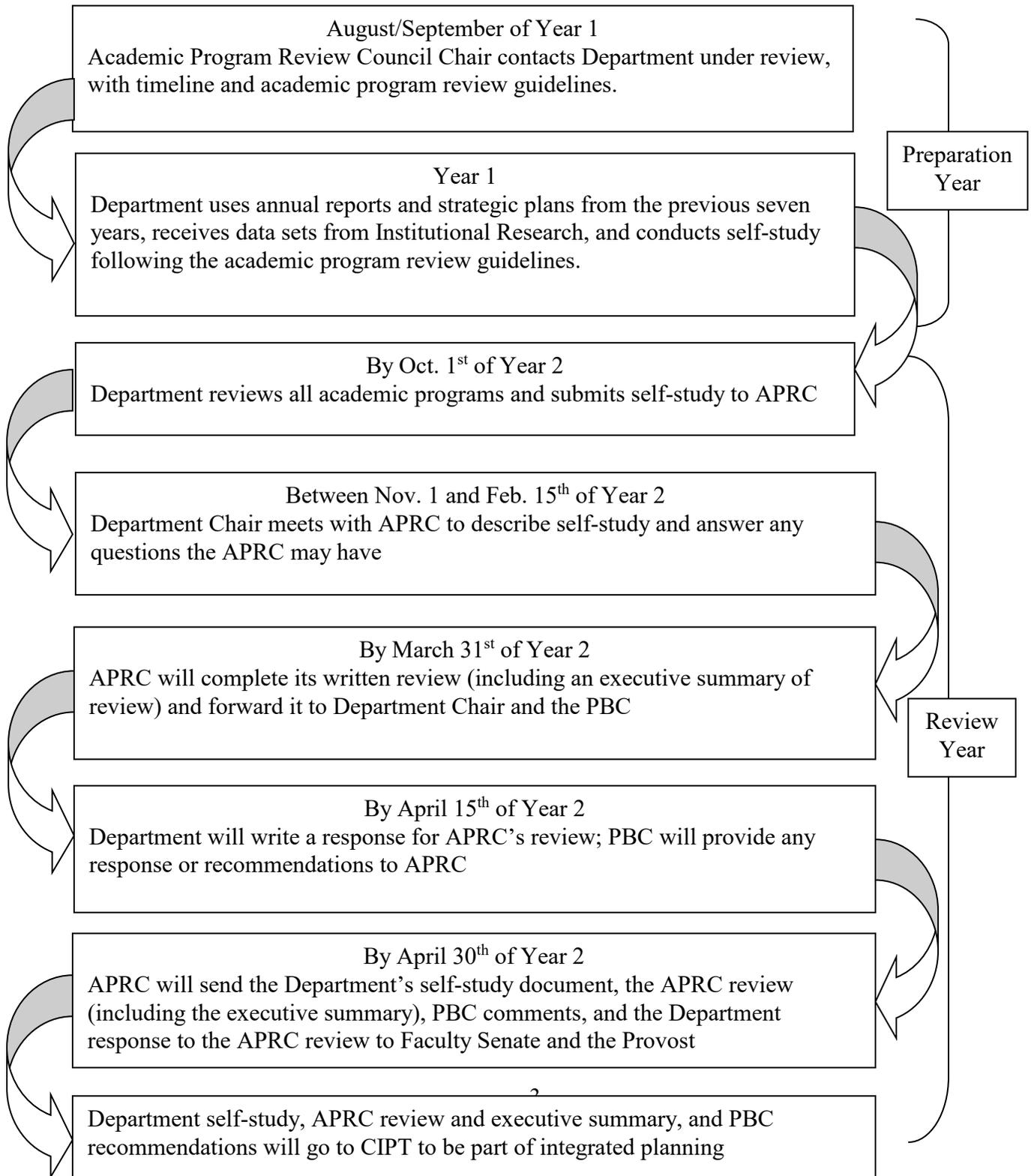
For the Academic Program Review Council:

- To provide a basis for recommendations regarding: internal allocations of budgets, allocation of full and part-time staff, space and other resources.
- To provide a basis for recommendations regarding: policy and procedure, program changes, Department structure and other curricular issues.

Academic Program Review Procedural Information

1. The APR is scheduled so that the Department reviews **all** of its majors, stand-alone minors, and credit-bearing certificates at once. The Department will conduct the APR on a seven-year cycle. (Annual Strategic Plans and Reports are submitted to the Provost/Dean of Faculties annually.)
2. The APR is designed to provide a significant point for the programs and Department in the development of their long-range strategic plan. Each program conducts a review and compiles the report following the “Academic Program Review” section of the APR template. The Department reviews each program’s report and provides the executive summary following the appropriate section in the APR template.
3. The UW-Superior [APR Guidelines](#) should be used to develop the APR. Those conducting reviews should check with Faculty Senate Program Academic Program Review Council (APRC) and Web Site to ensure that they are using the most current edition of the booklet.

Academic Program Review Time Line



Academic Program Review Preparation Guidelines

The following guidelines should be followed to ensure uniformity in the Academic Program Review documents.

Content

1. The preferred length of the APR is approximately 50 pages for the Department (may be longer for a unit with multiple programs) excluding appendices.
2. Use charts whenever possible. Narrative explanations should be a concise summary of your findings. Place longer explanations or extended data charts in the appendices.

Style

1. Use an academic tone and style. The APR will be read by both internal and external evaluators.
2. When possible use the third person.
3. The APR should be proofread and edited for continuity.
4. The preliminary draft will be read by the APRC Chair to ensure completeness.

Format

1. Margins—the left margin should be 1.5 inches and the other margins should be 1 inch.
2. Page Numbers—should appear centered in the bottom of the page starting on the Table of Contents (the Cover Page is not numbered).
3. Font—use 12 point Times New Roman font throughout.
4. Headings—should be bold 14 point font; sub-headings should be bold 12 point font; and sub-sub-headings should be indented and underlined 12 point font.

Final Copies

The Department will need a total of **six (6) copies of the final APR**. Six copies should be in tabbed three ring binders. An electronic version should also be provided as a Word document. Six copies and the electronic copy should be submitted to the APRC Chair.

Preparing Appendices

Appendix A. Curriculum

-- Attach a hard copy of catalog copy sheets for each program.

Appendix B. APR Data Sets

-- Attach a hard copy of the data sets provided by that the Office of Institutional Research. Included in these data sets are:

- Demographics (by Rank, Gender, Ethnicity) and work load of the Faculty/Academic Staff in the Department

- Enrollment in majors, minors, and credit-bearing certification programs
- Demographics of majors (e.g., by Age, International vs. Domestic, and Region of Origin)
- Class size and credit hour production for the Department
- Distance Learning enrollment for the Department
- Study Away participation

Appendix C. Technology in the Classroom

-- Identify particular uses of technology in the classroom and educational program to help student learn.

Appendix D. Department Revenue Not Included in S&E Budget

-- Indicate revenue from such sources as 136 funds (for course/lab fees, distance learning support, and remedial tuition), foundation accounts, and grants.

Appendix E. Capital Equipment Request for Continuous Improvement

-- Indicate additional capital equipment that is needed for continuous improvement, along with the cost and rationale for it. Capital equipment refers to anything costing more than \$5,000 that has a useful life for more than one year.

Appendix F. Formal Program Articulations with Other Institutions

-- Department must track this and are responsible for maintaining the record.

Appendix G. Department Strategic Plan

-- Attach a copy of the current Department strategic plan.

Appendix H. Mentoring Plan

-- Attach a copy of the current Department mentoring plan.

Other Data Sources

1. More information is available from the UW-Superior Fact Book.

Academic Program Review Report Outline

Cover

Table of Contents

Departmental Summary

- I. Executive Summary
- II. Department Mission and Alignment
- III. Department Planning for Continuous Improvement

Academic Program Review

- I. Program Mission and Alignment
- II. Student Learning Outcome Assessment (Helping Students Learn)
- III. Accomplishing Other Distinctive Objectives
- IV. Understanding Students and Other Stakeholders Needs
- V. Valuing People
- VI. Program Planning for Continuous Improvement
- VII. Program Recommendations

Appendices

- Appendix A. Curriculum
- Appendix B. APR Data Sets
- Appendix C. Technology in the Classroom
- Appendix D. Department Revenue Not Included in S&E Budget
- Appendix E. Capital Equipment Request for Continuous Improvement
- Appendix F. Formal Program Articulations with Other Institutions
- Appendix G. Department Strategic Plan
- Appendix H. Mentoring Plan

Academic Program Review Mini-Glossary

AQIP AQIP is the abbreviation of the Academic Quality Improvement Program, an alternative accreditation model developed by the Higher Learning Commission and based on the Baldrige Education Criteria for Performance Excellence.

Capital Equipment

This refers to anything costing more than \$5,000 that has a useful life of more than one year. Music instruments and lab instruments are good examples.

Data Sets This refers to the Academic Program Review Data Sets compiled annually by the Office of Institutional Research.

F Refers to the fall semester and is frequently used as the representative semester for demographic reports.

Other Distinctive Objective

This term describes the processes that contribute to the achievement of your program's major objectives that complement student learning. This includes: pure and applied research and scholarship, professional and public service, institutional citizenship, service learning, centers or institutes, economic stimulation and development of the community, growth in organizational capital, creative and cultural enrichment, or any other major activities to which the program commits substantial resources, energy, and attention. The program may not have activities in all areas. (This references the 3rd section of the APR template.)

Program This refers to a major/minor program, comprehensive major program, stand-alone minor program, and credit-bearing certificate program, at both graduate and undergraduate levels.

Revenue Not Included in S&E Budget

This refers to the revenue from such sources as 136 funds (for distance-learning support fund, course/lab fees, and remedial tuition), foundation accounts, and grants.

SM-SP Summer – Spring. This refers to the academic year as defined by UW-Superior and is used for certain reports.

Stakeholder Other stakeholders refers to groups that have a major stake in the organization's success, such as, for example, parents, alumni, board members, local and regional communities, employers, and legislators.

Stand-Alone Minor

This refers to a 21-24 credit bearing program in a discipline or a field of study not offered as a major.

Strategic Plan

This refers to the plans developed throughout the university. Program and Department Strategic Plans in academic areas will tend to focus strongly on student learning. One of the goals of the APR is to help link the academic program and Department to the University and to the larger academic functions of UW-Superior through planning and budgeting. Program and Department plans should be in alignment with University plans.