

**Charge and Composition of the
ACADEMIC PROGRAM REVIEW COMMITTEE
YSU Academic Senate
Fall 2015 Semester**

Proposed Action: In accord with the principles of shared governance, the Executive Committee of Academic Senate shall establish an Academic Program Review Committee (APRC) as an integral body within the Program Review process.

- 1) The APRC shall be established as *ad hoc* for the 2015-2016 academic year in accord with the functional parameters described below.
- 2) The initial year's experience of this committee shall be reviewed by the Executive Committee of the Academic Senate. Functional parameters shall be modified as needed prior to establishing the APRC as a standing committee of the Academic Senate.

Background: Through the Academic Senate, YSU's faculty are solely responsible for the formulation and oversight of all curricular and programmatic aspects of the academic enterprise. Furthermore, the Academic Senate establishes relevant academic policy. As such, the faculty must ensure that appropriate standards of quality and performance are met by the institution's various academic programs through a robust and rigorous process of Program Review.

As described in the Program Review Handbook, YSU's Program Review process involves three distinct bodies: a College Review Committee, an External Review Committee, and an APRC. Appropriate documentation provided by the College and External Review committees will be forwarded to the APRC for final consideration. The APRC shall develop programmatic recommendations to be forwarded for consideration by the appropriate Senate committee or the Office of the Provost.

Committee Responsibilities: The APRC is charged to:

- 1) Actively manage the Program Review process;
- 2) Provide consistent oversight of the Program Review process;
- 3) Critically evaluate information derived from the Program Review process;
- 4) Based upon information provided, develop recommendations pertaining to specific academic programs.
 - a. Recommendations regarding programmatic, curricular, or academic policy matters shall be considered by the respective committees of the Academic Senate; and
 - b. As appropriate, other recommendations shall be forwarded to the Office of the Provost for consideration in consultation with the Academic Senate; and
- 5) Assess the outcomes of recommendations that have been implemented.

Members of the APRC, selected as detailed below, shall review documentation provided by particular programs and, as a group, develop one or more recommendations to enhance the quality of that program to the extent possible.

The Program Review Coordinator (hereafter termed "Coordinator") of the APRC shall report directly to the Executive Committee of Academic Senate. The Coordinator shall be responsible for the overall management of the Program Review Process, keeping accurate records of APRC

meetings, ensuring the transparency of the process, and communicating the findings of the Committee to both the Academic Senate and Office of the Provost.

Committee Membership: The composition of the committee shall consist of seven voting members and one non-voting Coordinator. Voting members of the committee shall consist solely of tenured faculty, not to include departmental chairs, as well as one undergraduate student. The Executive Committee of the Academic Senate shall choose all voting committee members. The non-voting Coordinator shall be chosen as indicated below.

- A) *Faculty.* One representative of each college within the University shall be chosen to serve staggered three-year terms. Representatives may be reappointed for one subsequent three-year term. However, the initial committee membership shall have four individuals serving shortened terms. These four individuals may be reappointed to an additional term of three years following the completion of their initial service. The specific initial and subsequent terms are as follows:

<u>College:*</u>	<u>Initial Term:</u>	<u>Subsequent Terms:</u>
BCHHS	2015-2016	2016-2019, 2019-2022, etc.
BCOE	2015-2016	2016-2019, 2019-2022, etc.
CCAC	2015-2017	2017-2020, 2020-2023, etc.
CLASS	2015-2017	2017-2020, 2020-2023, etc.
STEM	2015-2018	2018-2021, 2021-2024, etc.
WCBA	2015-2018	2018-2021, 2021-2024, etc.

*Colleges: BCHHS, Bitonte College of Health and Human Services; BCOE, Beeghly College of Education; CCAC, Creative Arts and Communications; CLASS, College of Liberal Arts and Social Sciences; STEM, Science, Technology, Engineering and Mathematics; and WCBA, Williamson College of Business Administration

- B) *Student Member.* One undergraduate student representative shall serve a single, one-year term, subject to re-appointment. The student representative shall be chosen by the Executive Committee of the Academic Senate in consultation with the President of YSU's Student Government Association.
- C) *Program Review Coordinator.* A faculty member shall be chosen to be the Coordinator of the APRC and serve as a non-voting member. This individual will be chosen by mutual agreement between the Office of the Provost and the Executive Committee of the Academic Senate.

To facilitate initial operations, the APRC Coordinator may receive re-assigned time up to 12 workload hours per academic year covering the academic years 2015-2017. In subsequent years, the Coordinator may be provided re-assigned subject to negotiation with the Office of the Provost.

Guiding Principles: The final recommendation(s) pertaining to each program reviewed by the APRC shall be guided by the concepts of constructive engagement and transparency.

Constructive Engagement. To the degree supported by the evidence provided by a particular program, the APRC shall endeavor to generate its final recommendation(s) to be constructive in nature and in a manner that potentially enhances the quality of a program. However, the

absence of relevant evidence may result in a final recommendation that is not supportive in part or as a whole. Such non-supportive recommendations may direct that a program undergo additional review or significant alterations in its operation, including repeal of its being offered as an academic pathway.

Transparency. The APRC review process shall be transparent in that both the recommendations and summaries of the “panel review” discussions shall be made available to both programs under review and the general public. The Coordinator of the APRC shall also meet with each program reviewed to address elements of the committee’s recommendation(s). In addition, the recommendations and summaries shall be posted to the website of the Academic Senate.

APRC Process:

The APRC shall receive final program review documents from the External Review Committee. Each document shall be subject to a “panel review” consisting of two primary reviewers from among the seven appointed APRC faculty and student members. To the extent possible, the primary reviewers should not be assigned to review programs from their respective colleges.

Separately, the primary reviewers of a particular document shall draft a brief summary of their findings based upon the principle of constructive engagement. These two summaries shall be shared with the APRC in a group discussion. The APRC members who are not assigned to review a particular program should be familiar with the documentation prior to the Committee’s discussion. Following the group discussion, the APRC shall establish a set of recommendations for the program being reviewed. The Coordinator shall generate a summary of the discussion and the recommendations. The Coordinator shall be distribute the summary for final approval by APRC members.

Once the summary is approved, the APRC Coordinator shall forward the Committee’s recommendations to the Office of the Provost. In addition, the APRC Coordinator shall meet with each program that is reviewed to discuss the Committee’s recommendations. Furthermore, all APRC meeting minutes and recommendations shall be posted to the Academic Senate’s website in a timely manner.

Implementation of Recommendations:

In consultation with the Academic Senate, the Office of the Provost shall consider the implementation of any non-programmatic, non-curricular, or non-academic policy actions recommended by the APRC for a particular program.

Recommendations by the APRC for programmatic, curricular, or academic policy changes shall be forwarded for consideration by the respective committees of the Academic Senate. These changes are subject to the normal approval processes guided by the Charter and By Laws of the Academic Senate.

Administrative Support: The Office of the Provost shall provide sufficient staff support to help facilitate all aspects of the Program Review process.