

11.99.99.R0.04 Academic Program Review



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Revised October 3, 2018
Next Scheduled Review: October 3, 2023

Procedure Statement

Academic Program Review (APR) has as its primary goal enhancing the quality of academic programs. The APR is a comprehensive and periodic review of academic degree programs offered by the University.

Reason for Procedure

The goal of academic program review is to improve the quality of the degree programs the University offers its undergraduate majors, as well as the community it serves. When a corresponding graduate program exists for the undergraduate major, the undergraduate program review will be conducted in conjunction with that graduate program review. Academic program review serves to encourage self-study and is a time to reflect on the direction of the discipline or practice and those implications for the future of the degree program.

Procedures and Responsibilities

1 GENERAL

APR is a function of the Office of the Provost, or its designee, in conjunction with the appropriate colleges and schools.

2 REVIEW OF GRADUATE AND CORRESPONDING UNDERGRADUATE ACADEMIC PROGRAMS

Graduate academic program review is delegated to and managed by the Graduate School and follows the requirements and ten-year review cycle as described by the Texas Higher Education Coordinating Board (THECB) Graduate Program Review in accordance with Texas Administrative Code (TAC) Rule §5.52. If a graduate program has a corresponding

undergraduate program, the graduate and undergraduate program review are combined and are conducted jointly aligning with the THECB and TAC requirements and calendar.

3 REVIEW OF UNDERGRADUATE ACADEMIC PROGRAMS WITHOUT A GRADUATE COMPONENT

Stand-alone undergraduate academic program review is managed by the Office of the Provost in coordination with the Department of Institutional Effectiveness and Research (IER). Undergraduate Academic Program Review (UAPR) follows the requirements for existing undergraduate programs as described by the Texas Higher Education Coordinating Board rules (Chapter 5, Subchapter C, Section 5.44) and in accordance with Texas Administrative Code Rule §5.52. Forms, templates and important information regarding the UAPR process can be found at the IER website. A link to the website is provided below under Resources.

3.1 Requesting a Substitution for Undergraduate Academic Program Review Self-Study

3.1.1 Instead of being included in the UAPR process, review of the University Core Curriculum is guided by THECB Texas Core Curriculum Assessment Guidelines in accordance with TAC Rule §4.30. Texas Core Curriculum assessment and reporting is delegated to and managed by the Dean of University College and follows the requirements and ten-year review cycle as described by the THECB Texas Core Curriculum Assessment Guidelines.

3.1.2 The Department Head/Associate Director may request that the Academic Dean/Director of School substitute other documentation in place of the UAPR document according to the TAC Rule §5.52. Consult the IER website for the process required to request that the UAPR be substituted.

3.2 External Review

3.2.1 In addition to the normal program review procedures, programs **may be** subject to an independent evaluation by at least two external evaluators. External program review will only occur in those instances where thorough review of a program's self-study has been completed, and the department or Academic Dean/Director of School indicates the efficacy of an external review. The external evaluators on the review team will be individuals of significant professional reputation in the field who will report their findings in a concluding meeting to the Academic Dean/Director of School, Department Head/Associate Director, and Provost. One of the evaluators may be from a Texas A&M System institution of comparable size, while the other evaluator may be from a non-System institution, preferably within Texas. The external evaluators' report will become part of the permanent program review files.

3.2.2 It is by providing recommendations resulting from the program reviews back to the academic leadership of the University that bottoms-up planning can occur. The development of meaningful short- and long-term goals, proposals for remedying concerns, and plans for future development of the program are essential components of the program review process. Action plans, developed in conjunction with the department faculty, the Academic Dean/Director of School, and the Office of the Provost are essential to ensure that the energy invested in the review informs procedural decisions, priority setting, and budget decisions.

Related Statutes, Policies, or Requirements

Texas Administrative Code Rule §5.52 [*Review of Existing Degree Programs*](#)

Texas Administrative Code Rule §4.30 [*Instructional Assessment and Reporting*](#)

Texas Administrative Code [*Chapter 4, Subchapter Q: Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions*](#)

Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) [*Principles of Accreditation*](#)

Definitions

Undergraduate Academic Program is a structured grouping of course work designed to meet an educational objective leading to a baccalaureate degree at A&M-Commerce. For purposes of this procedure in general, only approved degree programs which the University is authorized by THECB and SACSCOC to offer (and for which there are no corresponding graduate programs) are required to submit this review. The listing of programs up for review under this procedure is provided on the Department of Institutional Effectiveness and Research website.

Department is an administrative unit which manages one or more academic degree program.

Resources

Stand-alone Undergraduate Academic Review forms and templates are available on the IER website: [Stand-alone Undergraduate Academic Review](#) (hyperlink provided)

Graduate Academic Program Review forms and templates are available on the Graduate School website: [Graduate Program Academic Review](#) (hyperlink provided)

Texas Higher Education Coordinating Board:

[Undergraduate programs](#) (hyperlink provided)

[Graduate programs](#) (hyperlink provided)

Contact Office

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