

Utah Tech University Policy

609: Academic Program Review and Reporting



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 To establish the guiding principles for systematic review of academic programs required by Utah Tech University (“the University”) and the Utah Board of Higher Education.

II. Scope

- 2.1 Applies to the University’s Annual Academic Department Reporting, including program assessment expectations, and to the Utah Board of Higher Education Program Reviews.

III. Definitions

3.1 Academic Program: For purposes of this policy, an academic program includes all the courses within a given associate’s, bachelor’s, or master’s degree. Under certain assessment circumstances, it may also include courses grouped in a minor, an emphasis, a certificate, or General Education.

3.2 Annual Department Report: A report on the achievement of annual goals, accomplishments, program assessment results, a SWOT analysis, and budget requests for the coming year. Provides a foundation for continuous improvement within a department.

3.3 Course Learning Outcomes: Specific statements that describe the observable and measurable knowledge, skills, and dispositions students will gain in a given course.

3.4 External Reviewer: A Non-University faculty person with a terminal degree

and appropriate disciplinary experience to evaluate a degree program.

3.5 *Internal Reviewer:* A University faculty member with a terminal degree and appropriate experience to evaluate a degree program.

3.6 *Program Assessment:* An ongoing integrated and systematic method of gathering, analyzing, and using data from various sources that measures the effectiveness of program learning outcomes resulting in continuous improvement of student learning.

3.7 *Program Learning Outcomes:* Broad statements that identify knowledge, skill, and dispositional competencies students are expected to develop through a wide range of courses and experiences over the duration of a program.

3.8 *SWOT Analysis:* An analysis of an entity's Strengths, Weaknesses, Opportunities, and Threats.

3.9 *Utah Board of Higher Education Program Reviews:* Mandated reports submitted after year three of a new program and every 5/7 years thereafter to the Utah Board of Higher Education for the purpose of improving education across the state.

IV. Policy

4.1 Academic Program Assessment

4.1.1 At the University level, the administration of academic program assessment falls under the Executive Director of Institutional Effectiveness.

4.1.1.1 Using guidelines prescribed by the Executive Director of Institutional Effectiveness, the associate dean or designee will oversee all assessment within individual colleges. The associate dean may appoint a faculty member or other designee as the primary assessment contact.

4.1.1.2 All faculty are expected to take responsibility for and participate in program assessment with guidance from the above parties.

4.1.2 Program Learning Outcomes (PLOs)

4.1.2.1 PLOs provide standards that are used to regularly assess and inform the assessment of effective teaching and student

learning.

4.1.2.2 Each program must establish a set of PLOs that are reviewed in the Curriculum Office and approved by the Academic Council. Revisions or changes to existing PLOs must be routed through the same review process.

4.1.2.3 PLOs will be communicated in the course catalog.

4.1.3 Course Learning Outcomes (CLOs)

4.1.3.1 Every course at the University must include a set of CLOs that are reviewed in the Curriculum Office and approved by the University Curriculum Council.

4.1.3.2 CLOs are mapped to the PLOs of the program(s) in which the course occurs and the mapping is included in the course syllabus.

4.1.3.3 Selected assignments within courses that align with specific aspects of a PLO will be designated as data sources to measure student success in meeting PLOs.

4.1.3.4 CLOs are listed in the catalog as part of the course description.

4.2 Annual Department Reports

4.2.1 Annual Department Reports fall under the auspices of the Curriculum Office and are carried out within departments as follows:

4.2.1.1 The Curriculum Director provides the report template and training relative to completing the report.

4.2.1.2 The Department Chair is responsible for completing the report by the annual deadline and submitting it to the Dean for review.

4.2.1.3 The Dean is responsible for reviewing the report, providing comments, and submitting it to the Curriculum Office.

4.2.1.4 The Vice President of Academic Affairs and Provost or designee is responsible for reviewing the reports and meeting with the Dean and the Chair to debrief the report.

4.3 Utah Board of Higher Education Three-Year Reports (see Policy R401)

- 4.3.1 The report is to be completed after a new program has been operational for three full years and is due in the fall of the program's fourth full year of operation.
 - 4.3.2 The Curriculum Director is responsible for overseeing the completion, approval process, and submission to Utah Board of Higher Education of Three-Year Reports.
 - 4.3.3 The Program Director is responsible for completing the report using the Utah Board of Higher Education form and submitting it to the Curriculum Office by the deadline.
 - 4.3.4 The Vice President of Academic Affairs and Provost or designee is responsible for reviewing the report and adding the institutional response.
 - 4.3.5 The report is reviewed and approved by the Academic Council and the Board of Trustees prior to submission to the Utah Board of Higher Education.
- 4.4 Utah Board of Higher Education Cyclical Institutional Program Review Reports
- 4.4.1 A report is to be completed after every fifth or seventh year following a program's commencement.
 - 4.4.2 The Utah Board of Higher Education Cyclical Institutional Program Review Reports are due in the fall of the following year.
 - 4.4.2.1 Doctoral-granting and Master's University programs are reviewed every seven years. All others are reviewed every five years (see Policy R411)
 - 4.4.3 The unit of analysis is either a single program or a cluster of similar programs within a department.
 - 4.4.4 The Curriculum Director is responsible for the following:
 - 4.4.4.1 Providing the report template for the internal and external reviewer reports.
 - 4.4.4.2 Organizing the pool of internal reviewers that will be assigned to each program.
 - 4.4.4.3 Overseeing the completion, approval process, and submission

to the Utah Board of Higher Education of the 5/7 Year Reports.

4.4.5 The Program Director is responsible for the following:

4.4.5.1 Arranging for an external reviewer.

4.4.5.2 Collecting and organizing data sources needed by the reviewers, such as annual department reports, assessment results, student and faculty information, etc.

4.4.5.3 Arranging for meetings with students and faculty as requested by the reviewers.

4.4.5.4 Completing the report using the Utah Board of Higher Education form and submitting it to the Curriculum Office by the deadline.

4.4.6 The Vice President of Academic Affairs and Provost or designee is responsible for reviewing the report and adding the University's response.

4.4.7 The report is reviewed and approved by the Academic Council and the Board of Trustees prior to submission to the Utah Board of Higher Education.

V. References

5.1 Utah Board of Higher Education Policy R401: Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports.

5.2 Utah Board of Higher Education Policy R411: Cyclical Institutional Program Reviews

VI. Procedures—N/A

VII. Addenda—N/A

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Associate Provost for Academic and Budget Planning

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