



PROGRAM REVIEW & PLANNING

Policy Number: CU-AA-05

SECTION 1. GENERAL

Scope: This policy applies to all existing undergraduate and graduate academic programs.

Authority: W. Va. Code § 18B-2A-4 and 133 C.S.R. 10, Policy Regarding Program Review.

Effective Date: June 06, 2023

Purpose: Each institution of higher education in West Virginia has responsibility for review of its programs consistent with W. Va. Code §§ 18B-1B-4 and 18B-2A-4. The purpose of this document is to set forth policy regarding program review and associated process.

SECTION 2. POLICY

It is the policy of Concord University to review all academic programs offered at least once every five years and to evaluate student outcomes, productivity, and need as well as consistency of the mission of the program with the University's mission, strategic plan, and the education and workforce needs of the region.

SECTION 3. DEFINITIONS

"Chancellor" means the chief executive officer of the West Virginia Higher Education Policy Commission employed pursuant to W. Va. Code § 18B-1B-5 or his or her designee.

"Commission" means the West Virginia Higher Education Policy Commission as defined in W. Va. Code § 18B-1-2 and as created by W. Va. Code § 18B-1B-1, et seq.

"Program" means curriculum or course of study in a discipline specialty that leads to a certificate or degree.

SECTION 4. AUTHORITY FOR IMPLEMENTATION

The Provost or Provost's designee may develop administrative processes, procedures, and/or forms for administering this policy. These procedures will, at a minimum, address requirements set forth in the Commission's *Policy Regarding Program Review*, 133 C.S.R. 10.

SECTION 5. LIMITATIONS

This policy does not preclude the establishment of alternate criteria, including higher productivity standards for specific degree programs.

SECTION 6. AUTHORITY FOR INTERPRETATION

The final authority for interpretation of this policy rests with the Provost.

SECTION 7. AMENDMENTS

This Policy may be amended to change names, titles, links to information, grammar, and spelling without going through the rulemaking process.

Federal and State laws, rules and regulations change. The Board may modify any portion of this policy to conform the College's practices with such changes. Subject to the institution's rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

SECTION 8. REFERENCE

Amends and replaces BOG Policy CU-AA-05, Program Review, effective June 15, 2021.

APPROVAL

Intent to Plan Approved: April 27, 2023

Approved by the Board of Governors: June 06, 2023

APPENDIX A ACADEMIC AFFAIRS PROCEDURAL PROCESS FOR PROGRAM REVIEWS

General

To ensure that the College reviews its academic programs at least once every five years, consistent with statutory requirements, the Board of Governors will select approximately 20 percent of all programs for review each year. The program review process must be accomplished within the limits of available staff and resources.

A continuous auditing process allows for early identification of programs that need particular scrutiny. Such a process is required for identification of changes needed, appropriate interventions to take place, and corrective action to be accomplished within normal institutional planning efforts.

Evaluative Components

The purpose of the Board review, performed on a regular five-year cycle, is to conduct an in-depth evaluation of the external demand, quality of outcomes, and delivery costs for each academic program, consistent with the mission of the institution.

To address the evaluative component, Concord will develop a reporting format that includes at least the following core components: external demand, quality of outcomes, delivery costs, and essentiality and consistency of the mission of the program with the University's mission.

Program Review Procedures and Levels of Review

The University Assessment Committee, appointed by the Provost, will review the chosen programs in a given year, develop a recommendation for action, and present it to the Provost. The Provost will identify any necessary actions of improvement. The results of the program reviews are reported to the Board of Governors for consideration and action to permit reporting to the Chancellor by May 31 for review by the Commission's staff.

The five-year cycle of program review will result in a recommendation by the institution for action relative to each program under review. The final report shall include at a minimum the following:

- Identification of programs to be developed or expanded due to demand;
- Programs that will be improved through advancements in efficiency, quality, productivity, and focus;
- Programs considered for consolidation or discontinuation based on cost of delivery and degree of relevance and impact;
- Opportunities for improvements to organizational structure and function; and
- Estimated institutional savings and efficiencies created through implementation of recommendations.

The Commission, through its staff or the Chancellor's designee(s), will review annually the program review actions reported by the University and may modify any University action consistent with its authority for review of academic programs.

Annual Productivity Review

In addition to the five-year program review, each Department Chair, or Chair's designee(s), is expected to submit an Annual Assessment Report. The Annual Assessment Report includes program learning goals, outcomes, data collection and analysis. Department Chairs or designee(s) report five-year enrollment trends, and fall-to-fall retention rates included as a viability assessment. The Provost or Provost's designee(s) shall

provide a Program Improvement Plan for any programs falling below the identified benchmark. The University Assessment Committee will provide feedback and direction to the Department Chair or designee(s) to help them meet expectations for the five-year program review.

The Board shall provide an annual update to the Commission. These updates will inform the Commission of the progress the University achieved in implementing report recommendations and addressing underperforming program(s), if any, identified in the institution's report, including actions reported in the program planning process.

Appeals Committee and the Appeals Process

The Department Chair or his or her designee(s) may appeal the final recommendation of the University Assessment Committee to the University President, upon request.

Focused Program Review

Either the Commission or the Board may request at any time that the University conduct focused program reviews for a given purpose such as:

- reviewing all programs within a discipline (e.g. biology) or
- concentrating on specific program review components (e.g. assessment).

The Board or its designee(s) will develop formal strategies for conducting such reviews, consistent with the purpose of the review.

The Commission retains authority to resume program review using productivity standards to identify programs that are under performing based on enrollment and competition rates and to recommend to the Board that the University should improve or discontinue those programs.

Program Planning

The University shall provide to the Vice Chancellor for Academic Affairs a rolling three-year program plan, which the institution shall update annually. The program plan shall include, but not be limited to, the following:

- A listing of new, consolidated, and discontinued programs by title;
- A brief description of the program(s);
- Program action and anticipated date of action;
- Credential type;
- Modality, location, and anticipated resources needed;
- Specialized accreditation required;
- Any agreements to be executed between institutions; and
- Any other information requested by the Commission.