Responsibilities for Conducting Academic Program Reviews

The primary responsibility for overseeing the program review process lies with the Dean and Chair who have administrative responsibility for the program and the Area Coordinator who is the discipline authority. It is anticipated that that the most common unit for review will be a single academic discipline, or a single interdisciplinary program.

Program review is the collective responsibility of all discipline faculty. The unit being reviewed is responsible for preparing a self-study. The Dean will work with the Department Chair and/or Area Coordinator to ensure that the self-study is completed in a timely manner.

The unit will be responsible for preparing some of the data from department records. Other information will be provided by the Library, by the Information Resource Division, the Registrar's Office, and the Office of Institutional Research. The following data tables will be provided by the Office of Institutional Research:

1. Students enrolled
   a. Majors (undergrad only)
   b. Second Majors (undergrad only)
   c. Graduate students
2. Degrees conferred by year
3. SCH, FTE
4. ACT scores for undergraduates; SAT scores for undergraduates
5. GRE scores for graduate students
6. Undergraduate GPA for graduate students
7. Section size
8. Student demographic characteristics
9. Faculty/student ratio
10. Fall to fall retention rate
11. Time to degree of graduates
12. 4 and 6 year graduation rates