

**RACEA Fall Meeting  
October 23, 2015  
Comprehensive Program Review Subcommittee**

USG Institutional Lead: Dr. Kelli Brown, Georgia College & State University, Provost and Vice President, Academic Affairs

System Office Liaison: Dr. Marci Middleton, Assistant Vice Chancellor, Academic Programs

Vice Presidents for Academic Affairs Representatives:

Dr. Micheal Crafton, University of West Georgia, Provost and Vice President, Academic Affairs

Dr. Marti Venn, Middle Georgia State University, Provost and Vice President, Academic Affairs

Dr. Timothy Goodman, East Georgia State College, Vice President, Academic Affairs

Institutional Research and Effectiveness Representatives:

Dr. Juliana Lancaster, Georgia Gwinnett College, Executive Director, Office of Plans, Policies, and Analysis

Dr. B. Donta Truss, Fort Valley State University, Associate Vice President, Institutional Research,

Planning, and Effectiveness

Dr. Michael Galchinsky, Georgia State University, Director, Academic Program Review

Dr. Angeles Eames, Armstrong State University, Director of Assessment

**Timeline for completion and implementation of outcomes: July 1, 2016**

The committee will be empaneled to complete the following:

1) Determine system-wide indicators of quality, productivity, and viability that need to be collected from university system institutions based on institutional comprehensive program review assessments;

2) Develop elements for a template by which university system institutions and the system office are looking at foundation level metrics, both qualitative and quantitative, for system office review and feedback to institutions concerning their internal comprehensive program review assessments; and,

3) Within the framework of comprehensive program review and using the resultant template, determine the elements that need to be reported to the Board of Regents.

The work of the Comprehensive Program Review Focus Group will be informed and guided by University System of Georgia institutions and current ongoing activities involving program and institutional assessments. During the course of this initiative, it is anticipated that best practices and examples will be highlighted according to sector, discipline, and major as well as examples of other higher education system efforts to provide reports of state level academic program accountability. The work of the Comprehensive Program Review Focus Group will be closely aligned to Board Policy 3.6.3 concerning Comprehensive Academic Program Review and SACS Principles of Accreditation (Foundation for Quality Enhancement).

## **Subcommittee on Comprehensive Academic Program Review Timeline (Draft)**

### ***September 2015:***

First face to face meeting of the subcommittee on comprehensive program review.

Date: September 15, 2015 – immediately following the Board meeting; room reserved 1:00 p.m. to 5:00 p.m. (Room 6031)

Action: Sharing of practices across the system based on existing, institutional comprehensive program reviews.

Action: Brief presentation of Georgia State University's internal dashboard system and process.

Action: Discuss common system identifiers for program quality, viability, and productivity.

Preparation for the Meeting to be transmitted at least one week in advance.

Disseminate three system templates.

Disseminate an aggregate summary of practices across the system.

### ***October 2015:***

Second face-to-face meeting of the subcommittee on comprehensive program review.

Potential Dates: October 6 afternoon or October 7; Currently coordinating the time and date with LEAP Initiative and fall RACAA meeting

October 7 is the RACAA Meeting and it will be located on the campus of Middle Georgia State University in Macon.

Action: Develop system-wide template for reporting measures of program quality, viability, and productivity.

Action: Develop template that pulls from existing institutional work, but that is simplistic enough to not require institutional development of new metrics.

Action: Compare draft template with existing templates used in other systems.

Action: Review the USG Policy Manual on Comprehensive Program Review to determine if any revisions are necessary.

Later in the month: Chair Brown to meet with RACEA to share actions to date.

### ***November 2015:***

Provide initial communication to the system indicating that as a result of the subcommittee's work, system reports to the Board will occur with some baseline information from the campuses. Campuses are to maintain what they are already doing and going forward starting July 1, 2016, the elements in a forthcoming template will be collected for review and shared with the Committee on Academic Affairs, Committee on Effectiveness and Accreditation, and the Board.

### ***December 2015:***

Share draft template and committee recommendations with system office administration, Dr. Davis and Dr. Joyce, for input/feedback before dissemination to the vice presidents for academic affairs.

## **Subcommittee on Comprehensive Academic Program Review Timeline (Draft)**

### ***January 2016:***

Revise draft template as needed. First round is provided to vice presidents for academic affairs to see the template that will be used for Board reporting of comprehensive program review and to ask for input/revisions. Share the template with the Committee on Effectiveness and Accreditation for discussion.

### ***February 2016:***

Disseminate draft template for a second round and final round of reviews to the vice presidents for academic affairs and effectiveness and accreditation groups.

### ***March 2016:***

Present the final template at RACAA and RACEA.

### ***April 2016:***

Provide communication to campuses on use of the template and timeline for system office submission, system office response to the institution, and system office report to the Board.

### ***May 2016:***

Codify the template in the Academic Affairs Handbook. Subcommittee wrap-up of remaining work. Institutions incorporate template into existing assessment and effectiveness frameworks.

### ***June 2016:***

Institutions continue to incorporate template into existing assessment and effectiveness frameworks.

***July 1, 2016:*** Template is effective for all USG institutions.