

BGSU Firelands Governance Document Policy	Academic Committees	Program Review Committee
Approved by:	Date Revised 2-20-07	FC 4211

PURPOSE

Describes the Program Review Procedure which is a quality assurance function performed by the Program Review Committee (PRC), a sub-committee of Academic Affairs Committee.

Membership

One Academic Affairs representative from each department.
 (Faculty should opt to serve on the Academic Review Board (ARB) and not PRC during years when their program's report is due, to avoid conflicts of interest.)
 Associate Deans

Non-voting member
 Member from Student Achievement Assessment Committee (SAAC)

RATIONALE

The basis for the Program Review is found in the *Firelands Governance Document FC4011* which reads:

Academic Affairs Committee shall study and recommend changes or innovations in courses, programs, curricula, college-wide grading policy, advising processes and procedures, articulation with main campus, and any other academic matters of concern to students and faculty of the college. In addition, the committee shall have responsibility for monitoring the academic quality in the various degree programs of the college through periodic review and evaluation.

The review is collegial rather than disciplinary and is designed to provide an on-going feedback process for associate degree and other programs by structuring in a five-year comprehensive program review cycle. Accordingly, each program director, coordinator, or other designated individual will submit a program report to the PRC, a subcommittee of the Academic Affairs Committee, approximately once every five years.

The PRC evaluates several Firelands academic programs every year so that each program is reviewed approximately once every five years. Program director submits written program review report of his or her program to the Program Review Board which then meets with program director to discuss the report and the status of the program.

POLICY

The report will contain the common data compiled by Institutional Research.

New programs will not be evaluated until they have been in place for at least five years unless an evaluation is requested by the AAC or the program director.

The content of the presentation is established by the PRC and approved by the AAC.

Reports are due by the designated deadline and should be signed by the program director and the department chair.

The PRC votes to either accept or reject the report.

The proposal with a summary of the PRC's review and action is submitted to the Academic Affairs Committee which then reviews and votes to accept or reject the report.

