

BGSU Firelands Governance Document Procedure	Academic Committees	Program Review Process
Approved by:	Date Revised 2-20-07	FC 4221

PURPOSE

Defines the procedures for the review of academic programs under the curricular authority of BGSU Firelands.

PROCEDURE

- PRC** recommends the order of program review reports so that an approximately equal number of programs are being reviewed each year on a five-year rotational basis.
- AAC** approves the PRC recommended order and due dates for program review reports.
- Program Director** prepares the program review report containing the information described in the related instruction.

signs and submits report to the Department Chair.
- Department Chair** reviews the report with the program director and signs.

submits the program review reports to the Chair of the PRC by the designated deadline. If the report is not presented to the PRC at the scheduled time, the program report will not be approved.
- PRC** reviews the program with the director at one of its meetings (attendance by the department chair or other appropriate individuals is optional). Programs that have no official director or supervisor shall be represented by the department chair.

votes approval as presented, approval with some modification, or disapproval. This evaluation is based on a simple majority vote of the committee.

sends the report to the AAC with a cover letter that describes the outcome of the vote, and a rationale for the recommendation.
- AAC** receives the recommendation of the PRC. If the committee does not concur, then the report is sent back to the program director with a letter stating the rationale for this decision.

sends a copy of the recommendation and report to the Dean, who may request further action from the program director or PRC.