

UNCG Academic Program Review Process Listserv Messages

- **Posted Thursday, May 3, 2012**

The UNCG Academic Program Review (APR) website (<http://opa.uncg.edu/programreview>) has been updated.

Three documents have been added: Chancellor Brady's recommendations resulting from the Academic Program Review Process; Provost Perrin's presentation to the UNCG Board of Trustees, May 3, 2012; and a set of Frequently Asked Questions. The Frequently Asked Questions document will be updated periodically as new information becomes available.

Thank you for subscribing to this listserv.

- **Posted Wednesday, Apr. 25, 2012**

The UNCG Academic Program Review (APR) website (<http://opa.uncg.edu/programreview>) has been updated.

Provost Perrin's summary and recommendations resulting from the Academic Program Review Process are now available on both the APR and Provost websites.

Thank you for subscribing to this listserv.

- **Posted Friday, Mar. 2, 2012**

The UNCG Academic Program Review (APR) website (<http://opa.uncg.edu/programreview>) has been updated.

The Academic Program Review Process and Academic Program Review Timeline documents have been modified to reflect the Faculty Senate resolution accepted by the Chancellor last fall, other agreements reached with Faculty Senate leadership about how the process will unfold, and some recent changes to the SACS program discontinuation guidelines. In addition, you will find the final report of the University Program Review Committee, including a description of their process and findings and a four-part spreadsheet that shows each program's review.

Before the Provost makes recommendations to the Chancellor, he will be seeking advice as needed on program-level efficiency from relevant deans and program directors and will, along with the Chancellor, be participating in a special meeting on April 18 with Faculty Senate to receive and discuss their input on the UPRC report and recommendations. Written auxiliary group responses to recommendations of University Program Review Committee are due to the Office of Institutional Research (OIR@uncg.edu) by March 31. Between March 15 and March 31, the Provost will hold discussions with faculty and staff affected by policy and resource recommendations, and between April 1 and April 15 he will meet upon request with groups that provide written auxiliary responses. During this entire time period, as

throughout the process, feedback from individuals (anonymous or otherwise) can be posted via the academic program review website and will be forwarded to the Provost and Chancellor for their consideration.

Thank you for subscribing to this listserv.

- **Posted Tuesday, Dec. 6, 2011**

The UNCG Academic Program Review website (<http://opa.uncg.edu/programreview>) has been updated.

The Unit Level Committee Review of academic programs has been completed. The reports on all academic programs, along with the Deans commentaries are available at the APR website under the section that reads, "Centrally Provided Data Login". Upon logging in with their UNCG network user name and password, users should click on "Centrally Provided Data- Program and Department Profiles". Faculty and staff are invited to leave commentary on these reports for the university level program review committee to consider. Comments can be offered on the APR homepage by clicking on the link that reads, "Academic Program Review Feedback Form" through December 15, 2012. The feedback form will remain available for comments on other aspects of the process until it's complete. Thank you for subscribing to this listserv.

- **Posted Tuesday, Nov. 15, 2011**

The UNCG Academic Program Review website (<http://opa.uncg.edu/programreview>) has been updated.

The Program Review Timeline has been modified to include upcoming meetings of the University Program Review Committee and a meeting of the Unit Level Chairs and Academic Deans.

Under the "Useful Background Information" tab, the "Reporting Program Discontinuation to GA & SACS" document has been updated to reflect changes in the SACS reporting guidelines and related GA documents. The "Consequences of Discontinuing Interdependent Programs" document has also been updated.

Thank you for subscribing to this listserv.

- **Posted Monday, Oct. 31, 2011**

The UNCG Academic Program Review Website (<http://opa.uncg.edu/programreview>) has been updated.

The Program Review Timeline and Program Review Process document have been modified to reflect recent changes in SACS regulations regarding program discontinuation, decisions made by Faculty Senate leadership and the Chairs of the University Curriculum Committee and the Graduate Studies Committee regarding the role of curriculum committees during the academic program review process, and recommendations from the chairs of the unit academic program review process regarding the timing of the release of their reports to the UNCG community.

The Program Review Timeline has also been enhanced to include the dates on which the Chair of the University Program Review Committee will report to various leadership groups and a placeholder for the

Provost to meet with the groups providing auxiliary responses to the report of the University Program Review Committee.

Note that these two documents will be revised again in response to any Faculty Senate resolutions accepted by the Chancellor.

Under background information, the Reporting Program Discontinuation to GA and SACS document has modified to be more specific about the GA and SACS reporting requirements. In addition, a document has been uploaded for the first time that lists the programs that are linked to others and how they are linked. By examining these two documents together, it is possible to understand both the consequences of discontinuing a program that is interdependent with another one and the related external reporting requirements.

Thank you for subscribing to this listserv.

- **Posted Wednesday, Aug. 16, 2011**

The UNCG Academic Program Review Website (<http://opa.uncg.edu/programreview>) has been updated.

The School of Nursing, School of Education, and College of Arts and Sciences unit academic program review committee rosters have been updated.

The reports from the Data Definitions Committee and the Efficiency Data Committee and the Provost's responses to them have been uploaded.

The graduate program rubrics have both been updated to omit criterion A7 (graduation rates) which the Provost announced on June 7 would be excluded from the review process as per the recommendation of the outside consultant.

The PowerPoint for a recent Society of College and University Planning presentation by Robert Dickeson, author of *Prioritizing Academic Programs and Services*, has been uploaded as background information.

Yesterday was the deadline for all academic program review surveys (except for a few departments that negotiated extensions due to leadership transitions). OIR will assume that all survey responses submitted as attachments to email after the May 15 deadline extension are final. Sometime later this week Brandi McCullough will be contacting those program leaders who submitted surveys through Qualtrics and have not subsequently submitted completed surveys as email attachments to confirm that the Qualtrics submissions are also final. Subsequently Sarah Carrigan will email each dean a list of programs in his or her unit for which surveys have not been officially submitted via either method with a request for follow-up.

Thank you for subscribing to this listserv.

- **Posted Wednesday, Aug. 10, 2011**

The UNCG Academic Program Review Website (<http://opa.uncg.edu/programreview>) has been updated.

The academic program review process document, timeline, criteria, and rubrics have been updated to reflect the recommendations of the Efficiency Data Committee to exclude all efficiency data from the unit and university program review committee process. This committee was chaired by Vice Provost Alan Boyette and the following served as members: Timothy Johnston, John Deal, Anne Wallace, Daniel Bibeau, Edward Arrington, William Brown, and Sarah Carrigan. As per the Committee's suggestion, if information on program efficiency plays a significant role in shaping the Provost's recommendations and/or the Chancellor's decisions regarding the status of any academic program, one or both of them will discuss these data with the relevant dean or program director before reaching a conclusion.

A bibliography has been added to the website providing a list of resources for both unit program review committees and the University Program Review Committee. The rosters for the College of Arts and Sciences Program Review Committee and the School of Health and Human Sciences Program Review Committee have been updated. The data definitions document has been revised to tie the definitions to the items in the surveys and criteria document by using the same letter and numbering system; no substantive changes were made to the definitions.

Please note that the edited Microsoft Word files of program and department survey responses are due to oir@uncg.edu on August 15, 2011. After this departments will not be able to revise their responses but it is possible they will be asked to supply additional information by review committees.

Thank you for subscribing to this listserv.

- **Posted Monday, June 27, 2011**

The UNCG Academic Program Review website (<http://opa.uncg.edu/programreview>) has been updated. Some of these documents will be useful mainly to the program review committees, but others of them will be useful to department and program leadership as they refine their survey responses in advance of the August 15 deadline. As of this posting, all of the information relevant to the completion of department and program survey responses has been uploaded to the website.

A revised and refined list of data definitions has been added to the website. This document was developed by the Data Definitions Committee under the leadership of the Director of Institutional Research Sarah Carrigan with input from the outside consultant. The other members of the committee were faculty, including: Sevil Sonmez, Gary Rosenkrantz, Jeff Patton, Daniel Perlman, Debbie Kipp, and Kelly Burke. Program leadership may want to review this document to confirm their interpretations of data before they submit their survey responses.

To date, the Provost has received reports on the data from the external consultant and the Data Definitions Committee. A third committee, the Efficiency Data Committee, chaired by Vice Provost Alan Boyette, has just begun its work. Upon receiving the report from this committee later this summer, the Provost will evaluate the recommendations regarding the data from all three reports and will advise the unit program review committees and the University Program Review Committee on how to proceed.

Other documents have been uploaded to the program review website as well. The criteria document has been updated to show that the criterion for C5 has been intentionally eliminated.

All four scoring rubrics have been updated to include a new scoring system for function and demand at both the unit and university level. The introductory text for each rubric explains how the scoring will be done. These changes were made in response to recommendations from Deans Council.

Two documents are available on the website to assist in the interpretation of market share data. The document containing system-wide data on degrees by CIP code was uploaded previously. This document allows program leadership to identify their "competition". Another document listing the AOS codes of UNCG programs within CIP codes has been uploaded as well. This document informs program leadership on which UNCG programs contribute to a given market.

The University Program Review Committee and the School of Nursing Program Review rosters have also been updated. Revisions to some of the other unit committees will be posted later in the summer.

- **Posted Thursday, June 23, 2011**

The UNCG Academic Program Review Process Website (<http://opa.uncg.edu/programreview>) has been updated.

As per previous communications, the Provost hired an outside consultant to ensure the accuracy, clarity, and appropriateness of the data produced by the Office of Institutional Research (OIR) and to provide recommendations for the use of profile data. Final analysis found the scripts from both the SAS programming and Access queries were accurately pulling the data from the intended sources and producing the numbers the staff had plan to produce (note that previously reported problems regarding market share and other variables had been addressed before this review took place). The review did reveal several issues with data definitions, the perception of accuracy of data which in some cases was timing issues, and the relevance of the data to what is being measured. This report has been posted and includes four recommendations: "(1) provide more detailed definitions of the data and data formulations used to produce Academic Review Profiles, (2) provide more guidance for data relevance and the use of profile data, (3) provide workshop/retreat for academic program review committees and department chairs with the OIR, and (4) departments should be allowed to provide a list of data for verification."

To address the first recommendation, the Provost asked the outside consultant to examine the data definitions provided by IR and to make suggestions to Sarah Carrigan and a committee of faculty on how to

refine them. That committee is in the process of completing this work. The resulting refined definitions will be posted on June 27 along with other useful information so program leadership can consult these documents as they complete their survey responses by the August 15 deadline.

To address the second recommendation, the Provost has asked the Deans to work with their unit committees to develop a process for reviewing programs, including guidelines for how to weigh the criteria.

Deans Council discussed the third recommendation to have a workshop for the academic program review committees and department chairs before survey responses are submitted. The Provost will be inviting all program review committee chairs to a meeting to be held sometime between August 24 and August 26. The purpose of this meeting will be to review all then-current program review documentation and to address any questions about the process.

As per the fourth recommendation, departments are invited to provide data for verification as part of their responses to the program and department surveys (i.e., in the “corrections” box) or to send questions to OIR@uncg.edu before August 15.

As per previous communications, department and program leadership should have received word documents containing any information they had already entered into Qualtrics before it was shut down. If they had not submitted anything by then, they should have received blank word templates for their responses. Questions regarding these word documents should be directed to Karen Blackwell. Program and department leadership should review their survey responses after the refined definitions are available on June 27 to ensure they are still satisfied with their responses and submit them as email attachments by August 15 to OIR@uncg.edu.

Thank you.

- **Posted Tuesday, June 7, 2011**

**Program Review Update from Provost David H. Perrin
June 7, 2011**

As a result of conversations with Deans Council, Past Chairs of the Senate and current Senate leadership, and various others, modifications have been made to the program review process and the support documents:

- Purpose: The purpose statement has been revised to provide more specific information about the context and possible outcomes of program review:

The purpose of this review is to position UNCG to be as strong academically as possible while maintaining a sound and balanced educational program that is consistent with its mission, strategic plan, and its functions and responsibilities as an institution of higher education. The review committees will evaluate the strengths and weaknesses of the University’s academic programs in terms of their contributions to these three areas. The context of this review includes an environment of diminishing resources in higher education, changes in mandates from the North Carolina legislature and UNC Board of Governors, and the impending UNC GA

review of program duplication across the UNC system. One outcome of this process is likely to be the reallocation of resources, which may involve the enhancement of some programs and the discontinuation, curtailment, or combination of others.

- Data:
 - An outside consultant has checked the centrally-provided data for accuracy, clarity, and appropriateness. His report is posted on the website.
 - The staff/faculty ratio and graduation rate for graduate students have been eliminated as criteria.
 - An ad hoc committee of faculty are meeting with the Director of Institutional Research and the outside consultant to refine the definitions previously provided.
 - An ad hoc committee of faculty and staff will be meeting with the Vice Provost for Academic Affairs to review the appropriateness of the centrally-provided efficiency data (Criterion C) and will be making recommendations to the Provost regarding which of these data should be reviewed by the University Program Review Committee when it starts its work.
 - A decision was made to have the efficiency data reviewed only at the University level and not to require program leadership to respond to it in the department and program surveys.

- Timeline: The timeline has been adjusted to allow program leadership to respond to the program and department surveys by August 15, to allow time for review committee chairs to meet during the week of August 22, and to extend the University Program Review Committee deadline to March 1, 2012.

- University Program Review Committee Roster: The Provost is in the process of inviting two additional faculty to serve on the University Program Review Committee. These faculty were chosen from the members of Faculty Senate and the Student Learning Enhancement Committee (the only curriculum committee with no representation originally). One will be from a science and the other from a humanities program.

- Unit Committee Process: The Provost has charged the Dean of each academic unit to work with his or her unit program review committee to consider the relative relevance of the criterion to the unit's programs and to agree upon a process for reviewing them. An outline for the reports to be submitted to the University Program Review Committee by the Deans and unit committees has been developed. By November 24, the Chair of each unit program review committee shall submit the following items to the University Program Review Committee for further review: a unit program report form for each program including rubric scores for program quality and function/demand, a SWOT analysis, and suggestions or recommendations regarding the program's future; a list of the members of the unit program review committee; a description of the unit review process; and a concise narrative including any other general information the unit program review committee would like the University Program Review Committee to consider. Unit committees will no longer be required to submit an overall rubric score or to divide the unit's programs the unit into thirds. By December 2, the Dean of each unit shall provide to the University Program Review Committee, a concise commentary on the report of the unit program review committee, its process, and its rankings.

- Process Document: The process document has been revised to reflect the changes listed above.

- In addition, the following documents have already been added to the website:
 - The AAUP Policy Document,

- Procedures to be followed to report program changes to SACS and GA,
 - A feedback form so members of the community can make suggestions throughout the process,
 - The names of faculty and staff employed by departments each year so staff and faculty FTE's can be interpreted,
 - The external funding received by department and faculty so that sums can be verified,
 - Revisions of the program process document and timeline, and
 - Outline for unit committee response.
- As soon as possible and by June 25 at the latest, the following documents will also be uploaded to the Program Review Website:
 - System-wide data on programs by CIP code for use in determining what programs share markets;
 - AOS codes within CIP codes for UNCG programs to help with interpretation of the market share data;
 - Changes to the composition of the University Program Review Committee and the unit program review committees;
 - Revised list of criteria, refined definitions, and revised rubrics;
 - The report from the outside consultant.
 - **Posted Wednesday, May 11, 2011**

The Program Review website (<http://opa.uncg.edu/programreview>) has been updated in the following ways:

- The message the Provost sent to Deans Council on May 9, 2011, outlining the steps to be taken this summer and suspending the May deadlines has been posted.
- The timeline has been updated to indicate that the May deadlines have been suspended.
- The AAUP Guidelines have been posted.
- A table indicating what types of changes to academic programs need to be reported SACS and UNCGA has been posted.
- Two documents have been uploaded in the password-protected area of the website to help program leadership interpret their data before their final reports are submitted. The first is a list by department of external awards (also available via Ramses). The second is a list of the names of faculty and staff hired by departments by year. Note that other helpful information regarding the data will be posted as available.

As per the message Provost Perrin circulated to Deans Council on May 9, the Office of Institutional Research (OIR) staff will be exporting all survey responses to Word Documents and sending them to program contacts for further editing before the final submission date (TBA). OIR staff will be engaged in this activity between May 11 and May 25. Please note that between the time they shut down a survey and export the data into a Word document, program leadership will not have access to what they have entered. OIR is going to do these exports one College/School at a time to minimize the length of the time period during which access is blocked.

Thank you for subscribing to this listserv.

- **Posted Tuesday, May 3, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated.

An updated timeline has been uploaded.

Thank you for subscribing to this listserv.

- **Posted Monday, Apr. 25, 2011**

The program review website (<http://opa.uncg.edu/programreview>) has been updated.

The document describing the program review process has been revised to reflect the previously-announced extension of the timeline and the exclusion of most of the efficiency data from unit-level review. Please note in particular the interim deadlines for program leadership between now and the end of May and the guidelines for replacing committee members who will no longer be able to serve due to the change in the timeline.

Endnotes have been added to the list of criteria to indicate that most of the centrally-provided quantitative efficiency data will not be reviewed by the unit program review committees. The rubrics to be used by unit program review committees have also been revised to reflect this change. Rubrics to be used by the University Program Review Committee including the full range of criteria have been created.

We invite all members of the UNCG community who have suggestions regarding the academic program review process to fill out the feedback form once again available on the program review website.

Thank you for subscribing to this listserv.

- **Posted Thursday, Apr. 21, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated in the following ways:

1. Program Review item #B4 Market Share, has been updated to correct instances where the program market share was calculated at over 100%.

2. Program Review item #B5 Credit Hour Production, has been updated to correct instances where the SCHs were doubled over actual values.

We apologize for any inconvenience the problems with these data have created. Please email OIR@uncg.edu if any data issues remain.

Thank you for subscribing to this listserv.

- **Posted Tuesday, Apr. 19, 2011**

The program review website (<http://opa.uncg.edu/programreview>) has been updated.

The timeline has been revised to reflect the extended deadline the Chancellor announced on Friday after consultation with the University Program Review Committee.

A document has been uploaded with instructions for program leadership to follow between now and the May 31 deadline for FINAL program and department survey response submission. Different instructions apply for those who have already submitted their surveys via Qualtrics than for those who have not yet done so. Both sets of instructions are included in this document. Note that all departments who have submitted their final responses via Qualtrics on or before May 15 will have an opportunity to review what they have submitted before the reports are finalized on May 31.

Next week the process document will be edited to reflect the change in timeline and previously-announced exclusion of most of the efficiency data from the department survey responses and unit-level review. No other changes will be made. The Office of Planning and Assessment will post this document as soon as it is available.

Thank you,

- **Posted Wednesday, Apr. 13, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated.

Financial data will not be reviewed by unit program process review committees (C2-C6). The data will be reworked before they are reviewed by the University Program Review Committee. The only item in section C to be considered as part of the unit review process is C1 (SCH/FTE), which are data that we have been using to make decisions for many years.

Furthermore, responses to the questions in the department survey requiring the allocation of resources across their constituent programs will not be considered at any point during the process (A10, B7, C3, C4, and C6). Due to technical constraints, it is not possible to submit a department survey unless these latter items are completed. If you have not yet completed these items, please put a 100 in one of the percentage boxes and do not worry about calculating an estimated percentage for each program.

The program review schedule has been updated to include dates on which the Board of Trustees will be given updates on the process.

The Health and Human Performance Program Review Committee has been updated to include another member.

The list of programs to be included in the review (Academic Program Listing) has been uploaded. The AOS codes for currently active programs have been bolded. The others are programs that have already been discontinued and were combined with current programs only to provide a full history. Programs that were discontinued prior to the beginning of the unit level review process are not to be considered as candidates for Group 3 (see the document describing the process).

After the department and program surveys are due on Friday, April 15, OPA will continue to send listserv updates announcing changes we have been asked to make to the website. If you would like to be removed from the program review listserv at any time, please visit <http://opa.uncg.edu/programreview/listserv> to unsubscribe.

Thank you,

- **Posted Friday, Apr. 8, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated. The roster for the School of Human Environmental Sciences Program Review Committee has been uploaded. The roster for the School of Education Program Review Committee has been updated (the name of the undergraduate student representative has been added).

The Program Criteria document has been modified to reflect the details included in the Program and Department Profiles and Data (A13, C8, D1, D2). A link to the University Program Committee (UPRC) Chair's blog has been added to the website.

Thank you for subscribing to this listserv.

- **Posted Wednesday, Apr. 6, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated in the following ways:

- 1) Although the other information included in the Program Profiles remains the same, data on two new variables (# of books authored and # of books edited) have been added to item #A9.
- 2) In addition, a problem with the ratio of expenditures per faculty FTE (section #C4) was identified and corrected, so new versions of the department profiles have been uploaded.
- 3) A new version of the data definitions document has been uploaded. Let Sarah Carrigan know if you have additional questions and she will update the definitions list in response.
- 4) Finally, the rosters have been uploaded for the University Program Review Committee, the Bryan School of Business Program Review Committee, the Health and Human Performance Program Review Committee, for the College of Arts and Sciences Program Review Committee, the School of Education Program Review Committee, the School of Nursing Program Review Committee, and the School of MTD Program Review Committee. The roster for the Human Environmental Sciences Program Review Committee will be forthcoming.

Thank you for subscribing to this listserv.

- **Posted Thursday, Mar. 24, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated. The addition of the secure login feature, in response to a request from the University Program Review Committee Chair Roy Schwartzman, limits access to the Program and Department Profiles and Surveys to people with UNCG network user names and passwords, but the broader public can still access the procedural documents. A document including all announcements previously sent to listserv subscribers has been uploaded and will be updated each time a new message is sent. In response to a request from department heads in the College of Arts and Sciences, the two documents including the guidelines used by GA during our last Low Productivity Program review are also posted on the website. These guidelines are not directly relevant to UNCG's current program review process, but provide some insight into what GA has considered important in the past.

Thank you for subscribing to this listserv.

- **Posted Monday, Mar. 21, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated. Several new documents are now available: Department Profiles, a template for the Department Survey, and customized links to Department Surveys. In addition, revised versions of the Undergraduate Academic Program Rubric and the Graduate Academic Program Rubric have been posted. The latter two documents have been revised to include total rows for each section and to include more specific instructions on the first page. Only the format of the revised timeline has been changed.

Except for revisions to some Program Profiles requested by the Deans, department leadership should now have access to all of the documents necessary to complete their part of the process. Updates will be sent to the listserv when the timeline is elaborated or if other documents are added as the process unfolds.

Thank you,

- **Posted Friday, Mar. 18, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated. A guide to the data elements in the program and department reports titled "Notes and Definitions" has been added to the website. Department Profiles are also available for preliminary review. OPA is aware the General Education section and enrollment data included in the Department Profiles are not accurate and will be generating an updated report by the end of the day on Friday, March 18. A link to the Department Survey will also be available via this website by Monday, March 21.

Please note that despite the language remaining in the Program Survey warning departments to complete the survey from one computer only, it is now possible for faculty and staff to access the Program Survey and the Department Survey from different computers without creating parallel drafts. We cannot change the language in the Program Survey to reflect this change because data already entered by departments would be lost. Please inform relevant parties that this problem has been addressed so they will know they can work from whatever computers are convenient.

The Office of Planning and Assessment has received expressions of concerns from some departments whose AOS codes have been changed recently, because the data in the Program Profiles does not accurately depict their programs' histories. The Office of Institutional Research is in the process of producing supplemental reports for the inactive/moratorium/new programs that are not a part of the formal review to aid faculty in discussing their historic enrollments and degrees awarded as part of their interpretations of data. These reports will include headcount enrollments, degrees awarded, and market share. These supplemental reports will be available on the website by Monday, March 21st. They will be labeled *Supplemental – for Reference Only*, along with the appropriate AOS code and program title.

The Office of Institutional Research is also in the process of regenerating Program Profiles to combine AOS codes for selected departments at the request of their deans. It is not yet clear how long this process will take, but affected departments will be notified when the new data are available.

Assuming that the Friday, March 18, and Monday, March 21, website updates are limited to the Department Profile with the General Education data corrected, the Department Survey, and the Supplemental report, no additional notice will be sent to listserv subscribers.

Thank you,

- **Posted Wednesday, Mar. 9, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated in the following ways:

- 1) A schedule for the program review process has been uploaded for the first time. This schedule will be updated as plans unfold.
- 2) Item C5 (contracts and grants/Faculty FTE) has been deleted from the Undergraduate Program Rubric, the Graduate Program Rubric, and the Program Review Criteria document at the request of Vice Chancellor Terri Shelton. Information regarding contracts and grants will be solicited as part of the Department Survey under item A10.
- 3) The title of the Program Review Process Document has been modified to make it clear that the document is final and not a proposal.
- 4) Templates for the Graduate Program Survey and the Undergraduate Program Survey have been revised to match the interactive surveys that are now available via a link to be distributed by the Deans to those who will be completing them.
- 5) The Power Point for the final report delivered to Faculty Senate on March 2, 2011 summarizing the changes made to the program review documents between February 9 and March 1 has been uploaded as background information.

Thank you for subscribing to this listserv. Please encourage others interested in the process to do so. As per an email sent to the Deans of the units with programs under review, throughout the program review process the Office of Planning and Assessment staff will assume that everyone involved has subscribed to the website. We will therefore not be communicating through the Deans except at critical junctures. The next planned notification will announce the availability of the Department Profiles and/or the Department Survey Template associated with them.

- **Posted Saturday, Mar. 5, 2011**

The UNCG Academic Program Review Process website (<http://opa.uncg.edu/programreview>) has been updated.

- 1) Due to concerns about the usefulness of the data previously included in the Program Profiles regarding grants and contract awards, item A10 has been eliminated from the Program Profiles and Program Survey. External funding will be addressed in the Department Profile and Survey when they are available on March 9. A note has been added to the list of criteria to so indicate.
- 2) Two sample survey templates, one for undergraduate programs and one for graduate programs, have been uploaded for preview. Links to a version of this survey that program leadership should complete interactively online will be emailed to department heads when it is ready the week of March 7. Departments may begin to collect their responses in MS Word documents and then cut and paste them into the survey when it is available.
- 3) The Program Profiles have been updated (i.e., data have been corrected according to feedback received thus far). Further corrections will be made at the request of program leadership as the process unfolds.
- 4) The document describing the process has been updated to delete text that previously discussed the use of head count enrollment to apportion data across programs (this will no longer be done) and to change the due date for department submissions from March 31 to April 15. All dates subsequent to March 31 have been moved forward by two weeks as well.

Thank you for subscribing to this listserv. Please recommend that others interested in this process do so.

- **Posted Tuesday, Mar. 1, 2011**

The UNCG Academic Program Review Process website has been updated. Final versions of Academic Program Review Process documents are available at <http://opa.uncg.edu/programreview> for reference by academic programs and unit program review committees.

Note that the prompts to be included in the Qualtrics survey to be completed for each program are also now available on the website for preview. A subsequent notice will be sent to website subscribers when the prompts for the department survey are available for preview. Later this week, department heads will receive an email message including links to the program surveys they need to complete by March 31. After the department profiles are available, department heads will receive an email message including a link to the department survey, which also should be completed by March 31.

Thank you for subscribing to this listserv.

- **Posted Thursday, Feb. 10, 2011**

Hello Programreview-L Subscribers,

The "Academic Program Review Process", "Academic Program Review Criteria" and "Academic Graduate Program Review Rubric" documents have been updated. You may access the website by visiting:

<http://opa.uncg.edu/programreview>.

Thank you for subscribing to this listserv.