Academic review is a systematic mission centered process of employing assessment tools and needs analysis to evaluate academic degree programs. It is one of the most singularly powerful tools of an effective institutional mechanism for assessing progress at the academic departmental level. Though not a part of regional accreditation, regular program review contributes and support institutional accreditation efforts.

Rationale

The UVI Board of Trustees and the Academic Master Plan established Program Rationalization as top priority for institutional quality enhancement and relevance. The process program rationalization can only be accomplished through Academic Program Review, Academic Program Accreditation and Strategic Resource Allocation Modeling.

The primary goal of the Academic Program Review is to evaluate the quality of UVI’s undergraduate and graduate programs. Reviews are intended to be helpful and supportive in (a) recognizing strengths and achievements, (b) promoting goal setting and planning, and (c) identifying areas in need of attention. Reviews should primarily seek perspectives useful to the units whose programs are under review and to their respective academic deans.

As a part of the 2006-2009 Academic Master Plan for UVI all programs that are not accredited by professional program accreditors will undergo an academic program review at regular intervals of no more than five years. Regular academic program reviews provides for:

i. unit self-assessment, planning and change
ii. feed back to the Divisional and University planning efforts
iii. enhancement of information sharing among unit, divisional administration, and provost
iv. generation information for evidence based decision-making
v. improvement of external visibility in the discipline due to participations of external reviewers
vi. controlled evidence and accountability
Criteria

In addition to the criteria outlined in the Academic Master Plan for Program Rationalization, Academic Program Review will be guided by the criteria thus far established and approved by the faculty and the administration; such as:

i. being mission-centered
ii. program feasibility report (program initiation)
iii. meeting the current and future needs of students
iv. meeting the current and future needs of community
v. providing evidence of increased cost efficiency
vi. addressing financial sustainability
vii. rating of graduation or successful completion (elimination and evolution)
viii. evidence of sustainability
ix. evidence of effective services (elimination and evolutions)

Process

Academic program review is a faculty-driven process which is initiated at the academic level with the lead role normally in the hands of the academic supervisor, with administrative support from the Division and the Office of the Provost. Assistance for the project also requires working closely with the Office of Institutional Research and Planning as well as the CLASS Director.

a. All existing programs, which are non-professionally accredited, will undergo regular program review on a 5-year review cycle by external evaluators.

b. A program impact analysis will be conducted for all existing and new programs.

c. An implementation plan for program development, elimination or growth will be required prior to administrative approval.

d. Evidence that the process has included feedback and input from key stakeholders will be required prior to administrative approval.

e. Assessment by external experts credible to unit and administration

F. Assessment by university peers
# Academic Program Review Cycle

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## Implementation Steps

### A:  Pre-visits Preparations

- Deans contacted to fine-tune review schedule for up coming review semester year
- Establish the internal Program Review Team with a lead person
- Dean and Academic Director provide orientation for committee
- Consultants nominated and contacted
- Contact Office of Institutional Research and Planning for support on data
- Contact Director of CLASS for Assessment data reporting
- External evaluators visit finalized
- Two-day visits scheduled with external consultants
- Program Review Team analyze data and conduct interviews of dean, faculty, students, and others as appropriate
- Program Review Team begin to draft academic program review self study report
- Academic Program Review Self Study report is sent to external reviewers
B: Academic Program Review Site Visit

- External evaluators arrive for two-day visit
- External Evaluators conduct interviews of dean, faculty, students, and others as appropriate
- Reviewer conduct an exit interview with provost and dean

C: Post site visit activities

- Consultant’s report sent to dean
- Dean and Internal Review Team respond to report addressing
  
  i. strengths  
  ii. areas of opportunity  
  iii. recommendations

- The dean and the Internal Review committee produce an Action Plan addressing each recommendation in the report and demonstrating consistency with the VISION-2012

- In 1 to 2 years Dean reports to provost when each item in the Action Plan is completed

- Mid-cycle report on Action Plan progress