



California Health Sciences University

CHSU FULL SCALE PROGRAM REVIEW POLICY

The assessment and improvement of every academic program are necessary to ensure quality and continued accreditation at the program and institutional levels. Each CHSU program has developed an assessment plan describing ongoing and regular review to support daily operations. The policy describes the full scale program review scheduled at five year intervals. The results will inform resource allocation, curriculum improvement, programmatic goals and objectives and other elements supporting the CHSU mission. The policy ensures CHSU meets the WSCUC Senior College and University Commission Criteria for Review 2.7 and 4.1.

A. Timeline for the Program Review

1. The Office of the Provost will schedule the full scale program review for a year that does not overlap with accreditation activities for the program, and inform the relevant program of the deadline for report submission.
2. At $t = - 6$ months, a program review steering committee (PRSC) will be formed and will begin to assemble the data and report as specified in the program review template.
3. At $t = - 5$ months, the PRSC will identify two external reviewers for submission to the Office of the Provost.
4. Except for the external reviewer identification, the PRSC will manage its project timeline over the six month period.
5. At $t = 0$, the PRSC will submit the final report to the Office of the Provost.
6. At $t = + 1$ month, the Office of the Provost will respond to the PRSC.

B. Duties of the Program Review Steering Committee (PRSC)

1. The PRSC will be capped at 5 faculty members appointed at the College Dean's discretion: four from within the program, and one invited from another CHSU program. The faculty will represent various levels of appointment (assistant, associate, full professor). One academic administrator, also holding a faculty appointment, and one support staff will be members. The CHSU Standing Rules of Order will be followed.
2. The composition of the PRSC will be communicated to the Office of the Provost, who will appoint the PRSC chair from within the four program faculty.
3. The PRSC may call on existing committees/subcommittees, and empower task forces or *ad hoc* working groups to support their work. Empowered groups will disband at the completion of the work.
4. The PRSC will disband upon receipt of the final memoranda of understanding from the Office of the Provost.



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C. Creating the Self-Study Report

The PRSC will develop a reflective, data-driven self-study draft for consideration by its internal stakeholders. After any amendments are made, the self-study will be sent to two external reviewers with background and expertise appropriate to the program.

D. Duties of the External Reviewers

1. The two external reviewers will be selected by the program, will be educators in the field, and chosen from institutions similar to CHSU in mission. Experience is desirable with program administration and/or review. The selected reviewer names and qualifications will be communicated to the Office of the Provost, which may make an alternative suggestion or approve the selection.
2. External reviewers will receive a stipend and travel expense reimbursement, upon submission of the report to CHSU. Expenses will be assumed by the college.
3. The PRSC will provide the external reviewers the self-study report and will be invited for an on-site visit. The visit will be scheduled for a minimum of one day and maximum of three days each.
4. The PRSC will ensure the on-site agenda includes meeting of the external reviewers with the PRSC, educator faculty, student support faculty and staff, students, and select administrators.
5. The external reviewers will conduct an exit interview with the chair of the PRSC and the program dean.
6. The external reviewers will follow a template format for their written evaluation (provided by the Office of the Provost) and return it to the PRSC within three weeks of the visit.

E. Submission of the Final PRSC Report

1. The PRSC will assemble the final report: the self-study, the external reviewer report, and all relevant documentation (e.g. any institutional response, as relevant).
2. The final PRSC report will follow a template provided by the Office of the Provost that includes the SII (strengths, insights, and improvements), a timeline for implementation(s), accountabilities (using the RACI model) and budget.
3. The PRSC will submit the final report in electronic format to the Office of the Provost.
4. One month after submission, a memorandum of understanding will be provided to the PRSC describing the CHSU commitment to providing resources adequate to address the report findings.



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5. The memorandum of understanding will be included in the Office of the Provost communications to the CHSU President and Board of Trustees.

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- Policy Owner: Provost
 - Effective Date: 4/18/2019
 - Approval by President Date: 5/08/2019
 - Approval by Provost Date: 4/24/2019