

# PROGRAM REVIEW

## OVERVIEW

The program review process is primarily a mechanism by which schools, departments, and programs at The University of Southern Mississippi can reflect on performance over the past several years and, with the help of external consultants, curriculum councils, and administration, plan for growth and development in the future. The Southern Miss Program Review process was developed and approved by the Academic Council and the Graduate Council in June 2005 and is mandated by the Mississippi Board of Trustees of State Institutions of Higher Learning. The Office of Institutional Effectiveness oversees the administration of the program review process.

## WEBSITE

[http://www.usm.edu/ie/program\\_review.htm](http://www.usm.edu/ie/program_review.htm)

## CONTACT INFORMATION

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## **Top Ten Things You Should Know About Program Review**

### **One - IHL Mandate**

“The institution shall conduct a qualitative program review on a ten year cycle for those academic degree programs which have no professional accreditation agency.”

([http://www.mississippi.edu/oasa/downloads/academic\\_and\\_administrative\\_guidelines.pdf](http://www.mississippi.edu/oasa/downloads/academic_and_administrative_guidelines.pdf))

### **Two - Essential Elements of Program Review**

The assessment should serve to guide development of individual programs and to inform administrators making decisions about the allocation of resources. The essential elements of the program review shall include:

- Evaluation of the quality and productivity of the program;
- Evaluation of the success of the program in fulfilling its mission as defined by its internal strategic planning process;
- Evaluation of the program’s contribution to the University’s mission; and
- Recommendations for the program’s improvement.

### **Three - Program Review Committees – AC & GC**

Program Review Committees are standing committees of both Academic Council and Graduate Council. They are responsible for reviewing self studies for programs requiring internal review and for presenting the Program Review Executive Summary to the Academic Council and Graduate Council.

### **Four - Who’s on Deck?**

In September, the Program Review Committees with the Office of Institutional Effectiveness will draft a memorandum for the Provost to send to those programs which are to begin the 2-year internal program review process.

### **Five - Who’s at Bat?**

In September, the Program Review Committees will also notify the Provost, AC, & GC of those programs to be reported on in that academic year. (Those programs completing the two-year program review process and those externally accredited programs that have received accreditation or re-accreditation the previous academic year.)

### **Six - Program Review Calendar**

The Master Program Review Calendar is being modified as the program review cycle has recently changed from every seven years to every ten years. The Office of Institutional Effectiveness will be contacting all programs requiring internal review to establish an appropriate cycle for that program/department.

### **Seven - External Reviewers**

A central budget has been developed for expenses associated with external review of programs without accreditation. The Associate Provost and the Office of Institutional Effectiveness monitor this budget. Travel, meal, lodging, and honorarium expenses will be reimbursed for up to two external reviewers.

**Eight - Site visits require coordination**

Advanced planning is necessary. External reviewers meet with students, faculty, and administrators during their visit to our campus(es). Make sure you start coordinating calendars as early as possible.

**Nine - Program Review includes externally accredited programs as well**

The Program Review Committees also review and present an Executive Summary to the Councils and Provost of all programs that have received accreditation or re-accreditation through an external accreditation agency in the previous academic year.

**Ten - Program Review Timeline – Year 1**

<b>Sept. – August</b>	Self-study prepared
<b>May</b>	External Reviewers identified and onsite visit dates scheduled for the fall

**Program Review Timeline – Year 2**

<b>Sept. – Dec.</b>	External Review and External Reviewers' report completed Internal (Academic & Graduate Council) review completed
<b>Jan. – March</b>	Department response with 10-year plan completed Dean's response completed
<b>March – April</b>	Council executive summaries completed
<b>April – May</b>	Executive summaries approved by Academic and Graduate Councils
<b>May</b>	Provost receives Program Review Report Appropriate Program Review documentation sent to IHL

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**PROGRAM REVIEW NOTES**