

Texas Wesleyan University
Introduction
Academic Program Review Process 2007-08

Background

The educational, economic and community environments in which Texas Wesleyan University operates have changed over the last ten years. Like most universities, Texas Wesleyan cannot afford to continue to attempt to “be all things to all students” by offering an ever growing variety of programs. Texas Wesleyan, like most other small private universities, must focus on what we can do best, plan for the future strategically and manage our financial resources well if we are to flourish. We must continue to meet the needs of the community and improve the quality and support of our academic programs.

Purpose

The Annual Program Review Process proposed is designed to be a part of Texas Wesleyan’s Strategic Planning and Annual Assessment Process as well as its Institutional Effectiveness Effort and Quality Improvement Plan as defined by SACS. All university programs will be assessed on a regular 3-5 year cycle in order to facilitate good decisions regarding the mix of programs that the university will offer in the future. The primary goal is to continually work toward enhancement of the academic programs offered at Texas Wesleyan and move the university forward into a future with more focused resources.

Guiding Commitments

1. Base decision on data, criteria and process established by administration and faculty.
2. Any tenured faculty who might be affected by a change in a program will be afforded every opportunity to be placed elsewhere in the University and all guidelines and policies in the faculty handbook will be followed.
3. Any affected student will receive personal advice and counseling on how best to complete their degree.

Key Program Questions

1. Centrality to University Mission & Strategic Priorities
2. Quality & Reputation (Students Outcomes, Interns & Job Placement Data or Grad Sch)
3. Current Demand & Projected Marketability (Attracts & graduates students)
4. Competitive Programs in Community & Career Opportunities
5. Strategic Opportunity for Advantage
6. Revenue Contribution and Cost to University

Possible Effects of Program Changes

1. Drop in enrollment
2. PR Issue in Community
3. Stability of University Questioned

Annual Process for Academic Program Review 2007-08

All university academic programs will be reviewed on a 3-4 years cycle.

	Completion Date
Step 1 Provost Council identifies academic programs to be reviewed next year based on a regular cycle or negative trends related to basic factors/indicators. Inform faculty and administration of programs selected for review. (See note #1)	Apr 15
Step 2 Dean prepares and gathers the following 3-5 year data for use in the Review: 1) Three-year Program Profile/Fact sheets, 2) Program Plan and Assessment Reports for the past 3-years, 3) enrollment, credit hours and graduation rates for last 5-years (University Factbook), 4) class sizes and faculty loads for last 3-years (Datatel), and 5) Profitability/Contribution Analysis (Mr. Bleibdrey – VP Finance & Administration).	Oct 15
Step 3 Dean and Provost meet with faculty in selected programs to discuss and review program data and documents as well as any additional data or information provided by the program faculty.	Oct 20
Step 4 Provost Council meets to review all information on selected programs and formulates recommendations. The primary recommendation regarding a program will be one of the following: 1) strengthen/grow program, 2) continue program as structured, 3) modify program, or 4) eliminate program. Deans share recommendations with reviewed programs. Programs may develop a written response for the Provost Council and President. Provost shares recommendations regarding programs with the President, Senior Staff, University Planning Committee, Academic Affairs, Faculty Council, and faculty for review. Material related to reviews placed in Library	Nov 10
Step 5 Provost presents recommendations and supporting data at the November Faculty Assembly for discussion and feedback.	Nov 16
Step 6 President formulates decisions regarding any program changes and informs the Board of Trustees of the decisions.	Nov. 30
Step 7 Communicate Decision to all Faculty, Staff & Administrators and formulate any required transition plan. The Dean, Provost and senior administrators will work with program faculty to develop a 1-2 year plan for program changes or phase out that might be required.	Dec. 1
Step 8 Each program reviewed develops an Action Plan to respond to Recommendations and submits to Provost Council.	March 30

Note: A program refers to a major/degree, a minor, an emphasis, a concentration, and/or a certification. All programs are scheduled for review based on a regular cycle, programs with negative trends in basic factors or indicators may be selected for early review (see Basic Factors or Indicators list page #3).

Basic Factors or Indicators

The following basic factors or data will be used in the selection of some programs for early review. These basic factors also will be used for the evaluation of the all programs under review.

1. Graduation rates
2. Enrollment rates/credit hours produced in service and major courses
3. Faculty loads in service and major courses
4. Majors enrolled
5. Financial cost and contribution
6. Resources necessary to maintain program quality
7. Quality of student outcomes
8. Growth potential via market or community need
9. Contribution to Mission and University as a whole

Key Program Questions

1. Centrality to University Mission & Strategic Priorities
2. Quality & Reputation of Program (Attracts & graduates students)
3. Current Demand & Projected Marketability (Attracts & graduates students)
4. Competitive Programs in Community
5. Strategic Opportunity for Advantage
6. Revenue Contribution and Cost to University