Date and Version:	2/22/2017, Version 3b	Page 1 of 3
Handbook Section:	Chapter 1, Section G, Subsection 5Y	
Proposed Change:	Revising Procedure for Faculty Advisory Committee for Academic Program Review	
Source of Bill:	Faculty Senate Academic Affairs Committee and the Office of the Provost	

FACULTY SENATE   **SOUTHEAST MISSOURI STATE UNIVERSITY**

FACULTY SENATE BILL 17-A-11

Approved by the Faculty Senate
February 22, 2017

1 **BRIEF SUMMARY:** This bill revises and renames the procedures for the Faculty Advisory
2 Committee for Academic Program Review, and moves the amended procedures and its
3 companion policy to a new subsection of the faculty handbook.
4
5 **REVISING PROCEDURES FOR "FACULTY ADVISORY COMMITTEE FOR**
6 **ACADEMIC PROGRAM REVIEW"**
7
8 **BE IT RESOLVED THAT:** subject to the passage and approval of bills 17-A-8 and 17-A-9
9 revising the current content of Chapter 1, Section G-5 of the *Faculty* Handbook, both this bill
10 and its companion bill revising a corresponding "policy" section of the "Faculty Advisory
11 Committee for Academic Program Review" portion of Subsection 5Y will be amended by
12 replacing the existing policy content with the content below, and then moved to a new subsection
13 of the handbook: Chapter 1, Section G, Subsection 6.
14
15
16 **Procedures**
17

18 **Determination of Program Review:** There are three methods of program selection and
19 instigation of review.

20 1. Cyclical reviews occur via a five-year cycle in which each program is given a particular
21   year for review to occur.
22 2. Noncyclical reviews may be instigated by the provost based on the needs of academic
23   affairs or by a recommendation from the Academic Program Review Committee.
24   a. If the Academic Program Review Committee recommends that a program be
25   reviewed in a year other than in the program's regular cycle, the provost will
26   review the committee's recommendation and supporting materials and determine
27   whether to approve the noncyclical review.
28   b. The provost will announce, by the end of the semester prior to the semester in
29   which the review will occur, the programs to undergo a noncyclical review and
30   any variation from the standard review criteria and timeline.
31 3. An Extraordinary Program Review may be instigated by the president as described in the
32   Policy Section for the Academic Program Review Committee.

Date and Version: 2/22/2017, Version 3b   Page 2 of 3
Handbook Section: Chapter 1, Section G, Subsection 5Y
Proposed Change: Revising Procedure for Faculty Advisory Committee for Academic Program
                    Review
Source of Bill: Faculty Senate Academic Affairs Committee and the Office of the Provost

Membership on the Academic Program Review Committee:
The faculty of each department will nominate a faculty candidate who will then stand for a
college-wide election administered by the college dean. The names of the two faculty who garner
the most votes from each College will be forwarded to the president, who will appoint one of
them as committee member. Non-rotating members will include the representative of the Office
of the Provost, chair of the Faculty Senate, chair-elect of the Faculty Senate, the moderator of the
Chairperson's Forum, and the dean of Graduate Studies. The committee will be chaired by the
representative of the Office of the Provost. Appointment terms will be staggered for continuity.

Election timeframe and term limits: Regular elections for an open position on the Academic
Program Review Committee normally will take place in the first full week of April. Those
faculty will serve a three-year term, with a maximum of two consecutive terms.

Procedure for Regular (cyclical) Program Review

1. If a program submits to either an initial accreditation or reaffirmation of accreditation, the
   University will attempt to align the accreditation procedure with the internal program
   review process. However, the five-year requirement stipulated by the Board of Regents
   must be maintained in this process. The program review process will vary depending on
   whether the program is classified as accredited or unaccredited. Guidelines to be used by
   each classification are provided on the provost's website, and will be reevaluated at least
   every five years.
2. Standard institutional data required for the self-study will be made available by
   Institutional Research by March 15 for reviews scheduled in the subsequent academic
   year.
3. A department self-study, following guidelines provided on the provost's website, is due
   to the appropriate college dean no later than September 1 of the academic year when the
   review is scheduled.
4. The college dean reviews the self-study and submits an assessment and recommendation
   along with the self-study to the provost by October 1. The provost will forward the self-
   study along with all reviews and recommendations to the Academic Program Review
   Committee.
5. An external reviewer will be selected and used for non-accredited programs using the
   selection process, guidelines, and report format provided in the guidelines on the
   provost's website. Arrangements should be made so that the external reviewer's final
   report is submitted to the dean no later than November 15.
6. The Academic Program Review Committee conducts a detailed analysis of the self-study
   and all other documentation, including the external reviewer report for non-accredited
   programs, and submits a detailed report with analysis and recommendations to the
   provost by March 1. Before submitting their final report, the Academic Program Review
   Committee will schedule a meeting with all department faculty to clarify and discuss
   issues of concern. Possible committee recommendations may include:

72   a. maintaining the program,
73   b. eliminating the program,
74   c. eliminating the program but keeping the university studies and service courses,
75   d. merging similar programs,
76   e. partnering or collaborating with other institutions to offer the program,
77   f. planning future programs,
78   g. activities or initiatives for the program to undertake.

79 7. The provost reviews the self-study, dean's recommendation, external reviewer or
80   accreditation report, and the Academic Program Review Committee report, and provides
81   a recommendation to the president.

82 8. The president makes a recommendation to the Board of Regents for consideration at their
83   next meeting.

84 9. If a program will be eliminated, the Faculty Senate, the University community as a
85   whole, and the faculty in the program are informed about the decision. Procedures related
86   to program elimination can be found in Chapter 5C of the Faculty Handbook: Process for
87   Academic Restructuring.

88 10. The University informs students that a program is being discontinued. The affected
89   students are advised of provisions made to continue to offer courses for a limited period
90   of time.

91

92

93 *Approved by Faculty Senate Bill 11-A-3 March 23, 2011, Reviewed by President May 3, 2011,*
94 *15 Day Review March 29 - April 27, 2011*

95

96 ***

97 Please use the following table for Procedures:

98
99

Action	Date
Introduced to Senate	2/8/2017
Second Senate Meeting	2/22/2017
Faculty Senate Vote	2/22/17
President's Review	
15 Day Review	
Posted to Faculty Handbook	

100
101