

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 17-A-XX

Approved by the Faculty Senate  
XXXXXX

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.  
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5 **REVISING PROCEDURES FOR “FACULTY ADVISORY COMMITTEE FOR**  
6 **ACADEMIC PROGRAM REVIEW”**  
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8 **BE IT RESOLVED THAT:** subject to the passage and approval of bills 17-XXXX and 17-  
9 XXXX revising the current content of Chapter 1, Section G-5 of the *Faculty Handbook*, both this  
10 bill 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.  
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15

16 **~~Academic Program Review~~ Procedures**  
17

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

- 20 1. Cyclical Rreviews occur via a ~~regular~~ five-year cycle in which each program is given a  
21 particular year for review to occur.  
22 2. Noncyclical reviews ~~A review~~ may be initiated ~~recommended~~ by the provost based on the  
23 needs of academic affairs or by a recommendation from the ~~Faculty Advisory Committee~~  
24 ~~for~~ Academic Program Review Committee.  
25 a. ~~If T~~the ~~Faculty Advisory Academic Program Review~~ Committee recommends  
26 that a program be reviewed in a year other than in the program's regular cycle, ~~the~~  
27 the provost will review the committee's recommendation and supporting  
28 materials and determine whether to approve the noncyclical review.  
29 ~~b. The provost reviews the Committee recommendation and supporting materials.~~  
30 ~~e.b. If the~~ The provost ~~concurs, he/she will~~ announces, by the end of the semester  
31 prior to the semester in which the review will occur, ~~both~~ the programs  
32 ~~recommended for review~~ to undergo a noncyclical review and any variation from  
33 the standard review criteria ~~and timeline with which they will be reviewed~~.

- 34 3. An Extraordinary Program Review may be initiated by the president as described in the  
35 Policy Section for the Academic Program Review Committee. ~~occur based upon the~~  
36 ~~needs of Academic Affairs.~~

37 **Membership on the ~~Faculty Advisory~~ Academic Program Review ~~Committee for Program~~  
38 **Review:****

39 The faculty of each department ~~with academic programs~~ will nominate a tenured faculty  
40 candidate member who will then stand for a college-wide election ~~within each College. The~~  
41 ~~administered by the college dean of the College/School will administer the election.~~ The names  
42 of the two faculty who garner the most votes from each College/School will be forwarded to the  
43 president provost, who in consultation with the president will appoint one of them as committee  
44 member. Non-rotating members will include ~~the a~~ representative ~~of from~~ the Office of the  
45 Provost, ~~the C~~chair of the Faculty Senate, ~~the C~~chair-elect of the Faculty Senate, ~~and the~~  
46 Moderator of the Chairperson's Forum, and the dean of Graduate Studies, and an additional  
47 college dean. The ~~C~~committee will be chaired by the representative of the Office of the Provost.  
48 ~~Initial a~~Appointments' terms will be staggered for continuity.

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

53 **Procedure for Regular (cyclical) Program Review**

- 54 1. If a program submits to either an initial accreditation or reaffirmation of accreditation, the  
55 University will attempt to use materials from the accreditation procedure for the internal  
56 program review process. The program review process will vary depending on whether the  
57 program is classified as accredited or non-accredited. Guidelines to be used by each  
58 classification are provided on the provost's website [insert hyperlink  
59 http://www.semo.edu/provost/faculty\_info/form-downloads.html], and will be  
60 reevaluated at least every five years. As part of a regular program review cycle, using  
61 data from the Office of Institutional Research and the Office of the Provost, all academic  
62 programs at the University are evaluated against a number of criteria which may include  
63 but is not limited to:  
64 a. ~~number of majors.~~  
65 b. ~~number of graduates~~  
66 c. ~~student credit hours generated per average faculty full-time equivalent.~~  
67 d. ~~cost per major student.~~  
68 e. ~~cost per student credit hours generated.~~  
69 ~~achievement of student learning outcomes.~~  
70 2. Standard institutional data required for the self-study will be made available by  
71 Institutional Research by March 15 for reviews scheduled in the subsequent academic

72 ~~year. 11 weeks prior to the beginning of Fall or Spring semester: Upon receipt of a~~  
73 ~~compilation of the data, the provost will advise the chairpersons, and deans that the data~~  
74 ~~is available for review of the accuracy and quality of the data relative to their programs,~~  
75 ~~prior to consideration by the Faculty Advisory Committee for Academic Program~~  
76 ~~Review. The provost will also send an email to full-time faculty, notifying them of the~~  
77 ~~availability and online location of the data, as well as the deadline for their response.~~

78 3. A department self-study, following guidelines provided on the provost's website, is due  
79 to the appropriate college dean no later than September 1 of the academic year when the  
80 review is scheduled. 5 weeks prior to the beginning of Fall or Spring semester:  
81 ~~Departments will respond to the data. After any concerns with the data have been~~  
82 ~~addressed, the data is used by the Office of the Provost:~~

83 a. ~~to compare programs' performance to nationally normed data, using national~~  
84 ~~datasets such as the University of Delaware dataset or other appropriate and~~  
85 ~~comparable datasets.~~

86 b. ~~to look at the last three year trends for most of these parameters.~~

87 c. ~~to rank all academic programs based on how they perform with these criteria.~~  
88 ~~to conduct statistical analysis, which may include but is not limited to: generating~~  
89 ~~ranks, comparative ranks, sum of ranks, and mean rank for the performance of each~~  
90 ~~program against each criteria dataset.~~

91 4. An external reviewer will be selected and used for non-accredited programs using the  
92 selection process, guidelines, and report format provided on the provost's website.  
93 Arrangements should be made so the external reviewer's final report is submitted to the  
94 dean no later than October 1. 3 weeks prior to the beginning of Fall or Spring semester:  
95 ~~The provost sends the datasets to the departments. The provost will also send an email to~~  
96 ~~full-time faculty, notifying them of the availability and online location of the datasets, as~~  
97 ~~well as the deadline for their response.~~

98 5. Accredited programs will submit the most recent comprehensive report used for a  
99 successful initial accreditation or reaccreditation.

100 ~~5.6. The college dean reviews the department's self-study along with the external reviewer's~~  
101 ~~report or the most recent accreditation report, and submits these materials along with their~~  
102 ~~analysis and recommendation to the provost by November 15. The provost will forward~~  
103 ~~these materials to the Academic Program Review Committee. By Week 3 of the~~  
104 ~~semester: Departments review the datasets and complete a written report to address issues~~  
105 ~~including, but not limited to:~~

106 a. ~~size, scope, and productivity of the program,~~

107 b. ~~revenue and other resources generated by the program,~~

108 c. ~~costs and other expenses associated with the program,~~

109 d. ~~contribution to University Studies and courses serving other programs,~~

110 e. ~~external demand,~~

111 f. ~~quality of program inputs,~~

112 g. ~~quality of program outputs,~~

113 h. ~~currency of curriculum,~~

114 ~~impact, justification, and overall essentiality to the Southeast mission, and~~  
115 ~~Departments planning for the future may consider the economic and programmatic~~  
116 ~~impact of:~~

- 117 ~~i. enhancing or eliminating majors.~~
- 118 ~~j. eliminating majors, but keeping the university studies courses in a major.~~
- 119 ~~k. merging similar majors, such as the various education majors offered in various~~  
120 ~~colleges.~~
- 121 ~~l. eliminating elective courses.~~
- 122 ~~m. partnering or collaborating with other institutions to offer programming.~~
- 123 ~~n. possible course redesign.~~
- 124 ~~o. use of technology.~~

125 7. The Academic Program Review Committee conducts a detailed analysis of the self-study  
126 and all other documentation and submits a detailed report with analysis and  
127 recommendations to the provost by March 1. Before submitting their final report, the  
128 Academic Program Review Committee will schedule a meeting with all department  
129 faculty to clarify and discuss issues of concern. Possible committee recommendations  
130 may include:

- 131 a. maintaining the program,
- 132 b. eliminating the program,
- 133 c. eliminating the program but keeping the University Studies and service courses,
- 134 d. merging similar programs,
- 135 e. partnering or collaborating with other institutions to offer the program,
- 136 f. planning future programs,
- 137 g. activities or initiatives for the program to undertake.

138 ~~6-8. The provost reviews the self-study, dean's recommendation, external reviewer or~~  
139 ~~accreditation report, and the Academic Program Review Committee report, and provides~~  
140 ~~a recommendation to the president. By Week 7 of the semester: Each department chair~~  
141 ~~reviews the data, reviews the report from the department, and submits an independent~~  
142 ~~recommendation and the department's report to the dean.~~

143 ~~By Week 9 of the semester: The dean reviews the data, reviews the previous two~~  
144 ~~recommendations, and submits an independent recommendation and the previous two~~  
145 ~~recommendations to the Faculty Advisory Committee for Program Review.~~

146 ~~7. By Week 10 of the semester: The University-level Faculty Advisory Committee for~~  
147 ~~Academic Program Review conducts a detailed analysis of the program and all responses~~  
148 ~~generated by the review, and submits a recommendation to the provost, along with all~~  
149 ~~previous recommendations. The Committee will conduct a more thorough analysis,~~  
150 ~~including a more in-depth analysis of methods for increasing programmatic quality and~~  
151 ~~budgetary efficiency, study datasets to identify areas for improved financial and~~  
152 ~~programmatic strength, request additional data or new analysis of existing data if it adds~~  
153 ~~clarity to the task, and consider creative alternative means for offering programming.~~

154 ~~Among other possible criteria, the Committee may consider the economic and~~  
155 ~~programmatic impact of:~~

- 156 ~~a. enhancing or eliminating majors.~~  
157 ~~b. eliminating majors, but keeping the university studies courses in a major.~~  
158 ~~c. merging similar majors, such as the various education majors offered in various~~  
159 ~~colleges.~~  
160 ~~d. eliminating elective courses.~~  
161 ~~e. partnering or collaborating with other institutions to offer programming.~~  
162 ~~f. possible course redesign.~~  
163 ~~g. use of technology.~~  
164 ~~h. planning for future programs.~~  
165 ~~i. the committee's recommendation for the next review.~~
- 166 ~~8. By Week 12 of the semester: The provost reviews the original datasets and considers~~  
167 ~~recommendations from the department, the department chair, the dean, and the Faculty~~  
168 ~~Advisory Committee for Academic Program Review. If necessary, the provost consults~~  
169 ~~with University legal counsel to seek advice on potential courses of action. If the provost~~  
170 ~~deems it necessary, all previous recommendations will go to Academic Council as an~~  
171 ~~informational item for discussion only. After considering all recommendations, the~~  
172 ~~provost makes a recommendation to the president.~~
- 173 ~~9. By Week 14 of the semester: As appropriate, the president reviews the data, considers~~  
174 ~~recommendations, secures additional clarification and data, and makes an independent~~  
175 ~~recommendation to the Board of Regents.~~
- 176 ~~10. The Board of Regents takes action on any recommendation by the president.~~
- 177 ~~11.9.~~ If a program will be eliminated as a result of the program review process, the  
178 Faculty Senate, the University community as a whole, and the faculty in the program are  
179 informed by the provost about the decision by June 31. Procedures related to program  
180 elimination can be found in Chapter 5C of the Faculty Handbook: Process for Academic  
181 Restructuring. [Insert hyperlink: <http://www.semo.edu/facultysenate/handbook/5c.html>]~~If~~  
182 ~~the elimination of the program has an impact on the number of faculty remaining in the~~  
183 ~~department, the University follows the "Procedure for All Faculty Terminated by~~  
184 ~~Program, College, or School Discontinuance Within Academic Restructuring" outlined in~~  
185 ~~the Faculty Handbook.~~
- 186 ~~12.10.~~ If appropriate, †The University provost also informs affected students that a in the  
187 program is being discontinued. These affected students are advised that of provisions  
188 have been made to continue to offering these courses for a limited period of time, so that  
189 juniors and seniors enrolled in the program will have an opportunity to graduate from that  
190 program. Freshmen and sophomores in the program are advised to move into other  
191 related programs at Southeast Missouri State University.

192 Procedure for Extraordinary Program Review

- 193 ~~1. Under the special circumstances of an Extraordinary Review, the president and provost~~  
194 ~~will consult with deans, chairpersons, the Faculty Senate, and the Faculty Advisory~~  
195 ~~Committee for Academic Program Review to establish a special review procedure that is~~  
196 ~~appropriate for the special circumstances that have resulted in the Extraordinary Review~~  
197 ~~and that conforms to the instructions from the Board of Regents.~~  
198 ~~2. The Office of the Provost will provide to deans, chairpersons, and the Faculty Advisory~~  
199 ~~Committee for Academic Program Review the data necessary to evaluate each program~~  
200 ~~under the specific conditions of the Extraordinary Review.~~

201 *Approved by Faculty Senate Bill 11-A-3 March 23, 2011, Reviewed by President May 3, 2011,*  
202 *15 Day Review March 29 - April 27, 2011*

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205 Please use the following table for Procedures:

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<b>Action</b>	<b>Date</b>
Introduced to Senate	9/20/2017
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	

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