

Memorandum

To: Dr. Kurtis Adams, Director and Associate Professor for the School of Music
Dr. Chris Coltrin, Department Chair and Associate Professor for the Department of Contemporary Art and Theater
Dr. Aart Holtslag, Associate Professor for the Department of Political Science, Global Studies, and Geography
Dr. LeAnn Johnson, Graduate Master of Arts in Teaching (MAT) Coordinator and Associate Professor for the School of Education
Professor Reza Mirdamadi, Chair for the Department of Computer Sciences, Mathematics and Engineering
Dr. Tim Nixon, Professor for the Department of English and Modern Languages
Dr. Eva-Maria Suarez Budenbender, Associate Professor for the Department of English and Modern Languages

From: Dr. Virginia Hicks, Assistant Provost for Academic Community Outreach Coordinator (Chair), Shepherd University Program Review Committee (SUPRC)

Cc: Dr. Scott Beard, Provost
Dr. Ann Legreid, Associate Dean, College of Arts, Humanities, and Social Sciences
Ms. Sara Maene, Director, Institutional Research
Dr. Sharon Mailey, Dean, College of Nursing, Education and Health Sciences
Dr. Laura Renninger, Dean, Ruth Scarborough Library and Center for Teaching and Learning
Dr. Richard Stevens, Dean, Graduate and Professional Studies and Faculty Affairs
Dr. Robert Tudor, Dean, College of Arts, Humanities and Social Sciences
Dr. Robert Warburton, Dean, College of Science, Engineering, Technology and Mathematics

Subject: Preparation for Program Review, 2020-21

Date: May 21, 2020

Thank you for meeting with me prior to the end of the semester. This letter includes information we discussed and also additional information that may be helpful to you during program review. The following programs are scheduled for program review during the 2020-21 academic year:

Art*	Computer Engineering	English
Global Studies	Modern Languages	
Graduate:	Master of Arts in Teaching (MAT)*	<i>*indicates accredited program</i>

The program review process at Shepherd University operates on a five-year cycle with each academic

degree program evaluated every five years. The process begins with a self-study report from each program that provides information for internal and external reviewers. The report follows the guidelines established by the West Virginia Higher Education Policy Commission (WV-HEPC) and by the Shepherd University Program Review Committee (SUPRC). Please refer to the schedule in this memo. I have also attached the rubric as a guide to help you, your faculty, and staff complete the program review self-study. It is important to note that the self-study document should follow the rubric for areas to address in the narrative. The self-study is a very important part of the process.

You are encouraged to look at sample program reviews from departments that have recently gone through the process. There are sample program review documents available through the SUPRC SAKAI site. You have been added as a user to this site and you will find much information under resources such as what was submitted in 2015-16 for your program five years ago. The site for 2020-21 for program review has been set up for each program going through the review process this year. There are also a couple of executive summaries of previous reviews that were presented to the BOG. The most recent executive summary report with the committee findings can be found at the following link as part of the April 2020 BOG agenda packet: <https://media.suweb.site/2020/04/0-April20-BoG-pkt-Electronic.pdf?v=1587388770?v=1587128419> *(begins on page 147 and ends on page 233)*

*Accredited programs will be able to provide a condensed self-study as they have already gone through an extensive review process for accreditation and/or for re-accreditation. The accredited programs under review (Art, Music and MAT) for this year will still have to provide some documents in addition to their condensed self-study such as the following: 1. Copy of the self-study (or link) that was provided to the accrediting agency. 2. Final report from the National Accrediting agency. 3. Official letter sent to the President indicating the final decision (Affirmation and/or reaffirmation report from the National Accreditation Agency. The accredited programs under review will need to provide current data in their condensed self-study such as enrollment, retention, graduation, career placement, summary of updates and changes and plans for the future.

Throughout the program review process, the Coordinator (Chair) of the SUPRC is available to answer questions, to assist in coordinating the campus visit, and to assist with developing the report for the BOG and WV-HEPC.

Process: The evaluation process, using the unit's self-study report, consists of two parts. The first is an internal review committee consisting of senior faculty members from the academic colleges and an academic dean and/or Assistant Provost who serves as the coordinator (chair). The second part involves external reviewers with specific expertise and experience who will complete a review, including a one-day campus site visit. There is a SAKAI site allowing programs to upload PDF files. This electronic process allows committee members to view the documents more readily. Please be aware that external reviewers and SUPRC committee members *may* request additional information.

Campus Visit: The external reviewer meets with the chair of the SUPRC, college dean, department chair and/or director of the program being reviewed, faculty of the department, students in the program, Provost, and others as requested. This has also included the Dean of the Ruth Scarborough

Library and Center for Teaching and Learning, as well as faculty/staff from outside the department, and community members. *Accredited programs are not required to have an external reviewer visit campus during program review since this occurred during the national accreditation visit.

Following the campus visit, the external reviewer submits a final report to the SUPRC chair. The external reviewer report is attached to the department's self-study report, as is the final summary report of the SUPRC. A thorough summary report is written by the SUPRC and SUPRC chair that includes findings from the self-study, the external reviewers report and their findings. Copies of the complete review are provided to the respective department chairs/directors and the school dean to share with faculty members. Copies are also provided to the President and the Provost for presentation to Executive Staff and to the Board of Governors (BOG). The SUPRC Chair presents to the BOG the major strengths, concerns (if any) and recommendations to enhance their program.

I have included a timeline (pp. 4-5) and 5-year program review cycle (p. 6) for your convenience. I have attached the rubric to this email letter. The rubric is provided to help provide guidance as you write your self-study. An electronic version of the rubric can also be found on SAKAI. This is the same rubric used by the Shepherd University Program Committee.

Board of Governor's Information:

Pursuant to the Board's statutory responsibilities and also under HEPC Series 10, the Board is required to cause cyclical reviews of all academic programs. Under the provisions of Series 10, the Board should make one of five determinations regarding each program reviewed:

- 5.1.1. Continuation of the program at the current level of activity, with or without specific action; or
- 5.1.2. Continuation of the program at a reduced level of activity (e.g. reducing the range of optional tracks) or other corrective action; or
- 5.1.3. Identification of the program for further development; or
- 5.1.4. Development of a cooperative program with another institution, or sharing of courses, facilities, faculty, or the like; or
- 5.1.5. If it recommends discontinuance of the program, then the provisions of Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply.

Please contact me if you have any questions about the process or procedures. Thank you ahead of time for your hard work and dedication during this important program review.

Sincerely,



Dr. Virginia Hicks, SUPRC Coordinator
Assistant Provost for Academic Community Outreach
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TIMELINE FOR PROGRAM REVIEWS

June	Each program scheduled for review in the following academic year will receive information from the SUPRC chair, as well as a PDF file of information from Institutional research. Information will be loaded into the program's folder located on the SUPRC Sakai site.
September 15	Each department will submit at least 3-4 qualified names with their e-mail addresses, phone numbers and the name of qualified professionals to be considered as an external evaluator. The Shepherd University Program Review Committee Chair will contact the recommended external evaluators and will invite one to come to campus for a day.
October 16	Sometime in October, prior to October 16, each program needs to submit their self-study to the Executive Director of University Communications.
November 1	<p>Programs scheduled for review will submit the final self-study document to the Shepherd University Program Review Chair.</p> <ul style="list-style-type: none">• Prior to submitting the self-study to the SUPRC, all departments must have their program reviews proofed by the Executive Director of University Communications. The Executive Director requires a minimum of two weeks to read all of the program reviews.• The self-study file is to be submitted to the SUPRC Chair by or before Nov. 1st as a word document and as a PDF document. Please send the two documents as an attachment to the SUPRC Chair. Also, please submit one printed copy in order for it to be bound for archival purposes. In addition, The SUPRC Chair and/or assistant will send a hard copy to the External Reviewer if requested. Otherwise the SUPRC Chair will send the pdf self-study to the External Reviewer as an attachment to their email.
November 2-5	The SUPRC Chair will distribute self-studies to the SUPRC members and will send the self-study to the external evaluator. Committee Members will review all submitted documents and provide a written evaluation to the SUPRC after meeting several times as a group to discuss each program. The external evaluator will also read the specific self-study documents sent to them as a hard copy and/or as pdf attachment to their email. Each external evaluator will submit a written report after the scheduled site visit. The external reviewer will submit their final report on or before January 25.
Nov./December	Campus visit by external reviewers.

Nov./Dec./Jan.	Meetings will be arranged with the committee members to discuss each Program.
January 25	Evaluation reports are due from the External Reviewer. All reports are submitted to the SUPRC chair. The reports are shared to all involved.
January	Meetings will be arranged with the committee members and the SUPRC chair to discuss the committee reports.
February 10	The SUPRC members will provide their final summary review information to the SUPRC Chair on or before Feb. 10 th . The final summary review comments include a summary of the committee discussions, self- study and external comments along with their findings. Each committee member will take the lead on one of the programs. SUPRC members will not be able to be involved with any review of a program they are a member of.
February 25	The SUPRC Chair will take the lead on assembling and verifying all of the summaries of all of the reports along with writing an executive summary prior to Feb. 25. The extensive report will be prepared for the Provost and the President's office that will later be submitted to the institutional Board of Governors (BOG). The SUPRC Chair will provide the final Executive Summary along with the summary findings to the Director of University Communications in preparation for the final document that will be presented to BOG..
March 16-20	The final Executive summary and program review summaries are turned in to the Provost and to the Office of the President. Information will be shared with the Executive Staff. A summary report will also be provided to the department chair/director of the program being reviewed, along with the college dean.
April (TBD)	The SUPRC chair and Provost present the cyclical program reviews to the BOG. Deans and chairs/directors of the departments being reviewed are requested to attend the Academic Affairs committee meeting prior to the overall BOG meeting in order to answer any questions that may arise.
May 31st	Submission of institutional program reviews to the West Virginia Higher Education Policy Commission (WV-HEPC).

Program Review Rotation Cycle - Revision (May 12, 2020)

AY 2019-2020

Computer Information Science
Mass Communications
Math (includes Data Analytics)
Psychology
RBA (Regents Bachelor of Arts)
*Graduate: MBA (Master of Business Administration)**

AY 2020-2021

Music*
Art*
Global Studies
English
Modern Languages
Computer Engineering
*Graduate: MAT (Master of Arts in Teaching)**

AY 2021-2022

Accounting
Business Administration*
Chemistry
Contemporary Theater Studies
Institute of Environmental & Physical Sciences
History
Recreation and Sport Studies*
*Graduate: MACI (Master of Arts in Curriculum & Instruction)**

AY 2022-2023

Biology
Economics & Finance
Political Science
Computer Information Technology
Engineering Science
Graduate: CSDA (College Student Development & Administration)
Graduate: DAIS (Data Analytics & Information Systems)

AY 2023-2024

Education (Elementary, Early & Secondary)*
Nursing Education*
Social Work*
Honors Program
HPEX (Health Promotion and Exercise Science)
Sociology
*Graduate: DNP (Doctor of Nursing Practice)**
Graduate: APST (Appalachian Studies)

AY 2024-2025

Computer Information Science
Mass Communications
Math (includes Data Analytics)
Psychology
RBA (Regents Bachelor of Arts)
*Graduate: MBA (Master of Business Administration)**

AY 2025-2026

Music*
Art*
Global Studies
English
Modern Languages
Computer Engineering
*Graduate: MAT (Master of Arts in Teaching)**

*Indicates nationally accredited programs.

- The program review rotational cycle may be adjusted as changes occur at the University.
- Graduate programs have a separate program review panel and use one or two external reviewers.
- While accredited programs may use their most recent self-study to substitute for the program review, essential current data such as enrollment, retention, graduation and career placement rates should be provided and summarized for the program review committee at both the undergraduate and graduate level