Appendix G: Program Review Procedures

As required by the West Virginia Higher Education Policy Commission (HEPC), each academic program will undergo a formal program review every five years. This review will include the submission of a programmatic self-study to the Shepherd University Program Review Committee (SUPRC). The SUPRC consists of a chair, appointed by the Provost/VPAA, and members as follows:

- Undergraduate reviews: one member elected by each College (except for the College of AHSS, which elects two members).
- Graduate reviews: four to five members selected by the Committee chair in consultation with the Graduate Dean.

The SUPRC chair shall provide guidance to all academic departments concerning format for the program review along with the program review schedule. The timeline and rotation for program review are listed below.

Process:

The evaluation process, based on the programmatic self-study, consists of two parts. The first is an internal review of the self-study by the SUPRC. The second part consists of a review and one-day site visit for external reviewers with discipline-specific expertise and experience. There is an SUPRC LMS site provided to programs for the upload of all required files; additional support material is also made available on the SUPRC LMS site. Please be aware that external reviewers and SUPRC committee members may request additional information from programs as needed.

Site Visit:

The external reviewer meets with the SUPRC chair, Provost/VPAA, college dean, department chair/school director of the program under review, program faculty, students in the program, and others as requested.

Following the site visit, the external reviewer submits a report to the SUPRC chair. The report of the external reviewer is incorporated into the final report of the SUPRC. Copies of the final report are provided to the respective department chairs/directors and the college dean. Copies are also provided to the President and the Provost/VPAA for presentation to the Board of Governors (BoG).

Board of Governors' Information:

Pursuant to the Board's statutory responsibilities under WV-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, a no 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.

TIMELINE FOR PROGRAM REVIEWS

Early June   Each program scheduled for review in the following academic year will receive information from the SUPRC chair, as well as a data file containing the necessary data for the review. Information will be loaded into the program's folder located on the SUPRC LMS site.

September 15   Each program will submit at least 3-4 names of professionals qualified to be considered as an external evaluator with their e-mail addresses and phone numbers. The Shepherd University Program Review Chair (SUPRC) will contact the recommended external evaluators and select one to serve as the evaluator.

November 1   Programs scheduled for review will submit the self-study document to the Shepherd University Program Review Chair (SUPRC).

- **Prior to submitting the self-study to the SUPRC, all departments must have their self-studies 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 is to be submitted to the SUPRC LMS as both a PDF and an MS Word document. A bound copy is to be submitted to the SUPRC chair for archival purposes.

Early November   The SUPRC chair will distribute self-studies to SUPRC members and to the external reviewers. SUPRC members will evaluate all submitted documentation and provide a written report to the SUPRC chair. External reviewers will also evaluate all submitted documentation and provide a written report to the SUPRC chair after the site visit.

Late Nov. -   Site visit by external reviewers.
Early Dec.

January 25-31   Evaluation reports due from SUPRC members and from the external reviewer. All reports are submitted to the SUPRC chair.

February (TBD)   The SUPRC chair will collate the findings from the committee members and from the external reviewer. The SUPRC will then

discuss the collated findings as part of the development of final reports.

March   Final program review reports are submitted to the Provost/VPAA for presentation to the BoG. Reports 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/VPAA present the cyclical program reviews to the BoG for approval. Deans and chairs/directors of the departments/schools being reviewed are requested to attend the Academic Affairs committee meeting prior to the overall BoG meeting as a show of support for the process.

May 31st   Submission of approved institutional program reviews to the West Virginia Higher Education Policy Commission (WV-HEPC)

Shepherd University Program Review Rotation Cycle

AY 2022-2023
Biology
Computer Information Technology (CIT)
Economics & Finance
Engineering Science
Political Science
Graduate: CSDA (College Student Development & Administration)
Graduate: DAIS (Data Analytics & Information Systems)

AY 2023-2024
Education (Elementary & Secondary)*
Health Promotion and Exercise Science (HPEX)
Honors Program
Nursing Education*
Social Work*
Sociology
Graduate: APST (Appalachian Studies)
Graduate: DNP (Doctor of Nursing Practice)

AY 2024-2025
Appalachian Studies
Communication and New Media
Computer and Information Science (CIS)
Criminal Justice
Math (includes Data Analytics)
Psychology
Regents Bachelor of Arts (RBA)
Graduate: MBA (Master of Business Administration)

AY 2025-2026
Art*
Computer Engineering
English
Global Studies
Modern Languages
Music*
Nutrition
Graduate: MAT (Master of Arts in Teaching)

AY 2026-2027
Accounting
Business Administration*
Chemistry
Contemporary Theater Studies
Environmental Studies
History
Recreation and Sport Studies*
Graduate: MACI (Master of Arts in Curriculum & Instruction)

AY 2027-2028
Biology
Computer and Information Technology (CIT)
Economics & Finance
Engineering Science
Political Science
Graduate: CSDA (College Student Development & Administration)
Graduate: DAIS (Data Analytics & Information Systems)

*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 must be provided and summarized for the program review committee at both the undergraduate and graduate level.