

PROGRAM REVIEW FLOWCHART

(Working copy 2-16-10)

Preamble: Given the need to clarify the five-year Program Review process at IUP, the flowchart below is put forward with the following goals:

1. provide better guidance to units undergoing program review
2. have a process and expectations that are commonly understood and shared by all concerned.

For general PASSHE guidelines on program review, please consult “ADMINISTRATIVE PROCEDURE FOR BOARD OF GOVERNORS’ POLICY 1986-04-A: PROGRAM REVIEW. Approved: October 9, 2003; Revised: January 12, 2004”.

This flowchart pertains mainly to programs undergoing FULL Review, i.e. with no specialized accreditation. The Process for Modified Review for programs with special accreditation remains as per the Office of the Provost Guidelines of October 29, 2004. An edited excerpt of it is presented immediately after the flowchart.

The main features of the attached draft flowchart are as follows:

- The document makes no substantive changes to pre-existing practice at IUP. It only attempts to bring them together in one document and provide workable time lines for its operation.
- It breaks the

FLOWCHART FOR IUP ACADEMIC PROGRAM REVIEW (Working copy 2-1610)

Activity

Deadline

Provost's Office coordinates final submission to the State System.	July	Associate Provost
Program Review Summary Statements submitted to PASSHE	August 15 [PASSHE Board of Governors Policy deadline]	Associate Provost
Reflection Meeting (involving Program coordinator, Chair, Dean(s), AVP Academic, Associate Provost and Provost) to agree on Action Plan and its implementation	September or October	Associate Provost
Chair prepares annual Status Report (2-3 pages) on Action Plan, highlighting significant developments; then sets up reflection Meeting with dean. Dean forwards status report to Associate Provost.	Once a year in Fall semester	Chair; Dean

**Office of the Provost – October 29, 2004. Guidelines for IUP Academic and Academic-and-Student Support Program Review Process.*

*** As the point person for action, “Dean” in this document refers to the college dean in the case of undergraduate programs, and the dean of the graduate school in case of graduate programs, with the expectation of shared information and responsibility all along.*

****Following best practice, the external reviewer should ideally be a recognized academic from a peer or aspirational program or institution.*

Process for Modified Review (programs recognized by specialized accreditation organizations)

The System Board of Governors' Policy requires that a report shall be submitted to PASSHE by 30 days after the receipt of an external accreditation report. Therefore, the following items should be sent to the Associate Provost within two weeks of receipt of an external accreditation report, for subsequent transmission to PASSHE:

- A. A copy of the Program Accreditation Report
 - B. A copy of the report from the visiting team
 - C. An Action Plan signed by the dean
 - D. A copy of the rejoinder letter from IUP
- Also, please notify the Associate Provost after the organization votes to approve accreditation.