Northern Michigan University
Academic Program Review Glossary (draft)

I. Purpose

Academic Program Review (APR) is a periodic and internal review process of all degree programs. APR is intended to give departments and programs an opportunity to conduct a critical evaluation of their current activities, identifying specific strengths and areas for improvement, and to engage in strategic planning for the purpose of improving quality. APR provides a method for the University to regularly review its academic offerings for alignment with the University's mission statement and alignment of academic program needs with planning and budgeting processes. APR provides a standard procedure to insure institutional consistency and provide the necessary data for long-term planning.

II. General Procedure

The review process has several components:
1. An internal Self-Study conducted at the departmental level
2. An External Review of the department
3. A departmental response to the external review
4. Specific responses to the report developed by EPC, appropriate deans, and the Office of the Provost
5. The APR Report is a compilation of all components

Scope
For purposes of APR, a **program** refers to a **degree program.** A **degree program** is defined as any undergraduate or graduate program that includes a major and leads to a degree. Minors and certificate programs are not required to conduct an APR.

Each academic department conducts a single, comprehensive APR. The Self-Study report contains two sections: Section A relates to the entire department and Section B, which is replicated for each major offered by the department. For example, the Self-Study report for the Department of Engineering Technology contains one Section A and seven of Section B for Electronics Engineering Technology (BS), Industrial Technologies (BS), Industrial Technology Education (BS), Mechanical Engineering Technology (BS), Computer Numerical Control Technology (AS), Electrical Technology (AS) and Engineering Design (AS).

Frequency
Programs shall be reviewed on approximately a seven-year cycle that would accommodate accreditation cycles and changes in program leadership. With some exceptions, the seven-year cycle appears to fit either the cycle or half-cycle for accreditation reviews, thereby reducing duplication of efforts, and it provides a manageable number of programs for review each year.

Criteria for Selection
Selection of the departments to be reviewed in a given year will be made by the Office of the Provost. Recognizing that approximately one-seventh of the departments will be reviewed each year, the following factors should be considered in selection:
- Relationship of the department to other departments under review.
- Marked change in student demand.
- Recent or planned program changes.
- Elapsed time since last major review of budget, staffing or program for any purpose.

Externally Accredited Programs

While APR and accreditation reviews have different purposes, they are sufficiently similar to warrant recognition of prepared documents and external reviews. Thus, the cycle of APR might align with departmental accreditation reviews, if that is in the interest of the department. If directly applicable and agreed upon in advance, external accreditation documents might substitute for some portions of the Self-Study. Examples might be history and setting, curricula, learning outcomes.

Timetable

Departments to be reviewed shall be notified prior to the completion of the Winter term of the preceding academic year. A department may commence with the self-study procedure at any time after receiving notification of APR.

Year 1 August	The Dean, Department Head, and APR Coordinator meet to discuss the nature of the self-study and any significant issues that must be addressed. Institutional Research office prepares enrollment and student performance data tables required in the self-study; data is sent to depts for interpretative narrative.
September	Departments begin gathering additional data for self-study tables. Needs to obtain additional data are identified and resources become available for doing so.
September – October	Department drafts a self-study that contains departmental information and specific information for each major.
November	A preliminary self-study is sent to EPC for review.
January	EPC provides response to preliminary self-study.
January – February	Department revises self-study document as needed. Dean, Department Head, and APR Coordinator agree on final self-study. Dean, Department Head, and APR Coordinator agree on external reviewer.
March – April	APR Coordinator provides self-study to External Reviewer, schedules campus visit, and develops tentative schedule for the campus visit in consultation with the Department and Dean. External Reviewer examines the self-study, completes campus visit, completes exit interview with APR Coordinator, and sends written evaluation to the APR Coordinator. APR Coordinator forwards evaluation to the Department and Dean.
May	Department drafts an addendum to the self-study that comments on the external review. A completed self-study, external review evaluation and the addendum are submitted to EPC.
Year 2 September	EPC reviews the complete self-study and drafts a formal set of recommendations to send to the Department Head, Dean, and the Provost.
October	Provost outlines major concerns and issues for the department and programs. Dean, Department, and APRC develop a plan to implement the Provost's recommendations and submits the plan to the Provost.
November	Provost formally signs-off on the plan.
Year 4 December	If required by the implementation plan, Department provides an update to the Provost and EPC.

---------------Glossary to be completed----------------

III. Roles and Responsibilities

IV. The Content of the Self-Study

V. Guidelines for External Reviewer Site Visit