Task Force Charter
Analyze and update the university-wide academic program review process

Start date: Oct. 15, 2010   Target completion date: Nov. 15, 2012

Problem Statement

Goals and priorities in the NMU strategic plan, Road Map to 2015, refer to the need for curricula to be balanced, meet needs, leverage its location, enhance quality, and be efficient. While individual departments do conduct periodic program reviews, NMU does not currently use a university-wide, systematic academic program review process. This project recommences a previously used overall approach and remedies a shortcoming listed in the 2006 Systems Appraisal that NMU lacked formal oversight, review, and coordination of curricula issues above the department. The 2010 Systems Appraisal encouraged NMU to develop more formal systematic processes and a proactive culture rather than reactive.

Goals

- Continuous improvement of curriculum through regular assessment of learning objectives for courses and programs
- Maintain economic efficiency by keeping curriculum relevant, innovative and aligned with student and industry needs
- Accommodate transfer and matriculation students without undue burdens while maintaining program quality standards
- Smoother operation of curriculum approval procedures for new programs that have been well vetted

Project Scope and Constraints

The Academic Program Review Task Force will study current processes for academic program review conducted by its academic departments and colleges; review past university-wide procedures; identify and analyze best practices used internally and externally; and develop a cyclic academic program review process that can be applied campus-wide. The baseline process must be systematic and standardized. While accommodating program accreditation requirements and reflecting best practices and standards for academic program review, it must strive to efficiently align curricula and program offerings with student' and employers' needs.

All academic departments and colleges will be impacted; they have primary responsibility for implementing academic program review and oversight of their programs. The Office of Provost is the primary institutional area, overseeing and supporting all disciplines. The resulting procedures of this Action Project will impact other organizational units in their infrastructure roles of academic support and/or review, e.g. Registrar's Office and curriculum review committees.

Task Force Membership
* Co-chairs

Cantrill	Jim	CAPS, Department head
Cianciolo	Patricia	SO/SW, faculty
Lang	Paul	College of Professional Studies, Dean
Larson	Steve	A&D, faculty
Poindexter	Sandra	Business, faculty and AQIP liaison
Pozega	Deanna	ET, faculty
Putman*	Lesley	CH, faculty and chair of Educational Policy Committee
Rudisill	Mike	ET, Department head
Seethoff*	Terry	Associate Provost

Two-Year Projected Timetable

Timeframe	Task	Outcome
Nov. 2010-Feb. 1, 2011	Identify and analyze other schools practices for academic program review	Examples of "best practice" in program review made available on the NMU website
Nov. 2010-Feb. 1, 2011	Identify current practices at NMU for college and departmental procedures, including external accreditation requirements	Catalogs of existing academic department and college program review procedures made available on the NMU website
Nov. 2010-May 1, 2011	Concurrent discussion on issues: Educational Policy Committee (EPC) recommendations, newly identified needs in the Road Map, best practices, current procedures	
By May 1, 2011	Select unit(s); develop procedure and outcomes measures for 2nd year pilot test	Approved pilot test implementation plan
Spring - Sept. 15, 2011	Draft process for review and change of academic programs that will ultimately be applied to all academic departments	Baseline process for review and change of academic programs ready for a pilot test
Sept. 15, 2011	Documentation of findings and draft process	AQIP Progress Update Report
Oct. 1 - Dec. 15, 2011	Pilot(s) launched	Test baseline process using pilot(s)
Oct. 1-May 1, 2012	Oversight of pilot test	Pilot documentation and assessment report
Oct - May 1, 2012	Concurrent discussion on progress of pilot test, issues raised, revisions needed, possible exemptions, promotion	
By Sept. 1, 2012	Refine process and develop review schedule	Recommended academic program review process
Sept 1 - Oct. 1, 2012	Seek approvals	Adoption and publication of baseline process by which all departments will be expected to regularly review and revise, as needed, their academic programs
Sept. 1 - Nov. 1, 2012	Educate stakeholders	Updates of all relevant procedural pages within the NMU website
Nov. 15, 2012	Conclude task force	AQIP Final Report

Task Force Operational Guidelines
1. An up-to-date, collaborative repository website, SHARE (http://share.nmu.edu), will hold collections of opinions and documents, best practices, pilot plan and feedback, meeting agendas and minutes, and AQIP reports. Members will be expected to interact with this repository website. Sandi Poindexter is a resource for using this website.
2. Lesley Putman will typically chair task force meetings
3. Task force meetings will be held bi-weekly throughout the academic year, and subcommittees meeting as needed throughout the year. This may be adjusted if fewer and effective meetings can accomplish the tasks.
4. Bi-monthly progress presentations will be given to forums within Academic Affairs.