

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Academic Program Review and Continuous Improvement Processes
FPU Policy Number: FPU-5.0062AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: June 4, 2015
Date Revised: April 6, 2021
Responsible Division/Department: Academic Affairs
Initiating Authority: Dr. Terry Parker, Exec. Vice President and Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all degree-granting programs administered by the University.

B. POLICY STATEMENT:

Florida Poly is committed to educational excellence, academic rigor, and the thoughtful, coordinated and effective delivery of high-quality academic degree programs. Ongoing assessment is one method of measuring program effectiveness, but periodically, every program must undergo a full-scale comprehensive self-study and review to determine where it is succeeding and where attention must be put to effectively achieve its outcomes. In keeping with the Florida Board of Governors (BOG) Regulation 8.015 that requires that all State universities establish and conduct a cyclical review of all academic degree programs, Florida Poly requires its programs to document how well they are achieving stated student learning and program objectives within the context of the university’s mission, as illustrated in the academic learning compacts. The results of these program reviews are expected to inform strategic planning, program development, and budgeting decisions at the university level and, when appropriate, at the state level.

1. Schedule

- a. At a minimum, the University will review each academic program within seven years of the program implementation date, and at least once every seven years thereafter. (More often, if necessary, as determined by the Provost.) The reviews will be in accordance with the University’s schedule for submission of review summary reports. This schedule is managed by the University in the Board of Governors portal.
- b. The University’s program review schedule will ensure that all programs receive sufficient review, with appropriate input from external experts, within the established review cycle.
- c. For each program review conducted, a program review summary report will be electronically submitted to the BOG Office of Academic and Student Affairs during the year in which the summary report is scheduled for submission.

2. Core Components of Program Review

In accordance with BOG Regulation 8.015(3), all program reviews, regardless of discipline-specific accreditation status, must include the following components:

- a. The review of the mission(s) and purpose(s) of the program within the context of the university mission and the Board of Governors’ Strategic Plan;
- b. The establishment of teaching, research, service, and other program goals and objectives, including expected outcomes, particularly in the area of student learning;
- c. An assessment of:
 - i. how well program goals/objectives are being met;
 - ii. how well students are achieving expected learning outcomes;
 - iii. how the results of these assessments are used for continuous program improvement; and,

- iv. sufficiency of resources and support services to achieve the program goals/objectives.
- d. For baccalaureate programs, a review of lower-level prerequisite courses to ensure that the program is in compliance with State-approved common prerequisites and (if appropriate) a review of the limited access status of the program to determine if such status is still warranted.

3. **Summary Reports**

A program review summary report will be completed for every program review, regardless of discipline-specific accreditation status, in accordance with the requirements of BOG Regulation 8.015(4), and submitted to the BOG Office of Academic and Student Affairs. Each summary report will include the following components:

- a. The CIP/degree combinations for the program that is reviewed;
- b. An electronic copy of the current Academic Learning Compact for each reviewed baccalaureate program;
- c. An indicator identifying whether or not the program review was conducted in conjunction with any external reviews (e.g., accreditation reviews);
- d. The date of the last review of this program;
- e. A brief description of major changes made since the previous program review;
- f. A summary of the current strengths of the program;
- g. A summary of the current weaknesses of the program;
- h. A summary of the recommendations and/or proposed action plans made as a result of the review;
- i. The Provost's signature verifying that the program review included all of the processes outlined in the BOG regulations and was conducted according to approved university policies and procedures.

A copy of all full program review reports will be maintained at the Office of the Provost.

Summary reports must be submitted to the Board of Governors Office of Academic and Student Affairs during the year in which the summary report is scheduled for submission.

4. **Institutional Process**

- a. For accredited programs, the University contact is notified per the schedule kept according to the accrediting agency and that agency's process is followed. Upon conclusion of the process, the summary form is submitted to the Board of Governors.
- b. For non-professionally accredited programs:
 - i. The Provost's Office notifies the Academic Department one year in advance of the December due date of the summary report that it must conduct a program review (often sooner).
 - ii. The program completes its review within six months providing a copy to the Provost's office for preliminary review and delivery to an outside reviewer for feedback.
 - iii. The Provost or designee may, at his or her discretion, request additional review by an internal committee.
 - iv. Upon receipt of any internal and external review, the Department provides a follow-up report to the Provost, who may choose to accept the report or require additional action.
 - v. The program coordinates with the Office of the Vice Provost of Academic Affairs or the Office of Institutional Research to submit the Summary Report to the Board of Governors by the December deadline.
 - vi. The process concludes upon the Provost's satisfaction that the program has completed its work successfully.

ACADEMIC POLICY APPROVAL

Academic Policy No.: FPU-5.0062AP

_____	_____
Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

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OFFICE OF THE GENERAL COUNSEL