

Academic Program Review Task Force

Appointed by the Provost & Vice President of Academic Affairs in 2014

Academic Program Review:

The purpose of Academic Program Review is integral to assessment and the academic planning process at the departmental, college, and university levels. The program review process is intended to improve the quality of the academic programs offered by HPU, and provide an organized opportunity for faculty to reflect on educational practices and review the role of their program in the context of the programs offered by their college and the University. The program review process should support the strategic themes articulated in HPU's 2012-2017 Strategic Plan, reflect institutional priorities, and strengthen the strategic direction of the University. The primary goals for program review are to:

1. Enhance the resources and quality of academic programs at HPU by assessing program strengths and challenges;
2. Align academic program needs and campus priorities with the planning and budgeting processes; and
3. Ensure that program priorities are consistent with the University's mission and strategic directions, particularly the priorities identified in HPU's 2012-2017 strategic plan.

Task Force Purpose:

Completion and documentation of incomplete or outstanding Academic Program Reviews is a priority for HPU, and is one of the WASC 2016 Re-Accreditation Initiatives. The HPU Academic Program Review Task Force is appointed by the Provost and Vice President of Academic Affairs to assist current programs with the preparation and completion of their program review. Each Task Force member will mentor and work with Department/Program Chairs and Program Review Leads to walk them through the process and assist them in completing their program reviews.

Support and mentorship from Task Force members may include: answering questions about policies and procedures; helping to develop a timeline and schedule for the program review process; providing samples of effective program review reports; linking Program goals to their College and University strategic plans; strategizing about options for faculty/student/staff engagement; supporting self-assessment and strategic planning for diversity; serve as a resource on how to gather direct and indirect data for assessment; coordinating internal and external institutional research data for internal assessment and comparisons to peer institutions; providing analytical support throughout the review process; providing suggestions and feedback on report drafts; assisting with scheduling external reviewers; and monitoring follow-up activities and program review progress.

Task Force Membership:

The Task Force consists of 12 members: an assistant/associate dean and senior faculty member from each college that has conducted a program review, an MCP faculty member or Curricular Area Liaison (CAL) from each college that offers degrees through MCP (CBA, CHSS, & CNCS) that has worked on a program review, and the Assistant Dean of the General Education Program.

College of Nursing and Health Sciences (CNHS)

1. **Diane Knight**, Ph.D., CPNP, APRN-Rx – **Co-CHAIR of TASK FORCE**
(Department Chair of Graduate and Post-Baccalaureate Nursing Programs & Associate Professor of Nursing)
2. **Patricia Lange-Otsuka**, Ed.D., M.S.N., APRN, PHCNS-BC, CNE (Associate Dean & Professor of Nursing)

College of Humanities and Social Sciences (CHSS)

3. **Trish Ellerson**, Ph.D. – **Co-CHAIR of TASK FORCE**
(Assistant Dean & Associate Professor of Psychology)
4. **Doug Askman**, Ph.D. (Associate Professor of History)
5. **Brenden Bliss**, M.A. (Instructor of History)

College of Business Administration (CBA)

6. **Warren Wee**, Ph.D. (Associate Dean & Associate Professor of Accounting)
7. **Richard Ward**, Ed.D. (Associate Professor of Management)
8. **Howard He**, Ph.D. (Associate Professor of Economics)

College of Natural and Computational Sciences (CNCS)

9. **Brenda Jensen**, Ph.D. (Associate Dean, Program Chair of M.S. in Marine Science, & Associate Professor of Biology)
10. **Keith Korsmeyer**, Ph.D. (Program Chair of Biology & Professor of Biology)
11. **Mary Smith**, Ed.D. (Chair of the Faculty Assembly Learning Assessment Committee & Assistant Professor of Computer Science)

General Education Program

12. **Georgianna Martin**, Ph.D. (Assistant Dean of General Education Program)

Task Force Roles & Responsibilities:

- update the timeline and status for program reviews
- notify Program/Department Chairs and College Deans if programs reviews are incomplete, past due, or missing
- notify Program/Department Chairs and College Deans if programs reviews are to be conducting in the next year so they may plan and prepare accordingly
- review the *HPU Guide to Program Review (6th Edition) 2011-2013* & the *HPU Guide to Learning Assessment 2011-2013*. [These program review and assessment guides are located on HPU's Pipeline, under the "Academic Admin" tab, in the "Program Review & Assessment" channel]
- assist Program/Department Chairs and Program Review Leads in completing their program reviews by walking them through the process and assist them in completing their program reviews through mentorship and support (refer to *Task Force Purpose* section for specific examples)
- provide feedback to disciplines and programs regarding their reviews
- monitor progress of programs going through review
- provide Task Force Co-Chairs with critical information in a timely manner

Co-Chairs of Task Force Role & Responsibilities:

- provide leadership to the Task Force to accomplish its goals and responsibilities
- coordinate communication and updates between all Task Force members
- work with Task Force members to provide a budget estimate for external reviews for 2013-2014 & 2014-2015 to the Provost and Co-Chairs of the WASC Executive Team
- work with the Task Force members to develop a concise template of what institutional data is needed for a standard Program Review. [This would be a supplement to the current *Academic Program Review* reports that are created each fall and spring by the Office of Institutional Research, located on HPU's Pipeline, under the "Academic Admin" tab, in the "Institutional Research" channel]
- coordinate with the Associate Vice President of Academic Affairs & Research (who currently supervises the Office of Institutional Research) to prepare and disseminate required Program Review data for programs under review
- coordinate with the Associate Vice President of Academic Affairs & Research to collect all program reviews (scan and submit electronically if only hard copy available)
- work with HPU's WASC Accreditation Liaison Officer (ALO) to cross-reference that all HPU degree programs are accurately included in the official WASC register
- report every first of the month the status of outstanding or incomplete program reviews to:
 - Matthew Liao-Troth – Provost & Vice President of Academic Affairs
 - Carolyn Weeks-Levy – Associate Vice President of Academic Affairs & Research/Co-Chair of WASC Re-Accreditation Executive Team/WASC Accreditation Liaison Officer (ALO)
 - Allison Gough – Chair, Faculty Assembly/Co-Chair of WASC Re-Accreditation Executive Team for 2013-2014

Task Force Goals & Benchmarks:

1. All outstanding or incomplete Program Reviews will be completed by December 1, 2014. [The WASC Institutional Report is due January 1, 2015].
2. Work with WASC Accreditation Liaison Officer (ALO) to update current policies and procedures for more effective and efficient annual assessments and degree program reviews. [The WASC On-site visit is April 2016].