**Five Year Program Review**

Program review provides a systematic procedure for a department to review periodically its efforts to enhance the quality of its academic programs and to receive an external validation of its efforts and needs. Although departmental faculty engage in an ongoing quality improvement process, this procedure provides an opportunity for them to review and reflect on a larger body of evidence. The review provides an opportunity to identify any trends or desired levels of constancy. Program Review is part of THEC’s Quality Assurance Funding. Externally accredited programs follow a program review schedule and review guidelines set by their respective accrediting bodies. All other programs are reviewed on a five-year cycle.

The key steps in the program review process for other programs are

1.) preparing a program Self Study,

2.) creating the program review committee,

3.) conducting the On-Site visit and Exit Interview,

4.) completing the Program Review Rubric and the Written Report,

5.) completing the program's Improvement Measures Plan, with signatures, and

6.) completing the Mid-term Progress Report.

A department undergoing the program review process should follow this general calendar in order to meet all deadlines:

|  |  |
| --- | --- |
| **Program Review Year** | |
| September | Identify faculty committee(s) to complete Self Study |
| Fall | Prepare program Self Study (due by March 1 of the spring semester) |
| By February 15 | Identify program expert to be external reviewer and create the program review committee (in consultation with Assessment Office) |
| By March 1 | Submit program Self Study to Assessment Office |
| Late March-April | Conduct on-site visit and exit interview (program review committee will complete the program review rubric and the written report) |
| **Year Following Program Review Year** | |
| By November 15 | Complete the program’s Improvement Measures Plan and Academic Affairs Impact Analysis. Submit to Assessment Office |
| By December 15 of 3rd year of cycle | Complete the Mid-Term Progress Report and submit to Assessment Office |

The current Program Review Schedule covers the years 2020-25:

|  |  |  |
| --- | --- | --- |
| **Academic Program** | **Degree Level** | **Last Reviewed** |
| **2020-21** | | |
| Biology | BS | 2014-15 |
| Chemistry | BS | 2014-15 |
| Political Science | BA, BS | 2014-15 |
| **2021-22** | | |
| General Agriculture | BSAG | 2010-11 |
| Natural Resources Management | BSNRM | 2010-11 |
| Agriculture and Natural Resources (graduate) | MSANR | 2011-12 |
| Geoscience | BS | 2010-11 |
| Fine & Performing Arts | BFA | 2011-12 |
| **2022-23** | | |
| Mathematics | BA, BS | 2012-13 |
| Criminal Justice | BSCJ | 2011-12 |
| Sociology | BA, BS | 2011-12 |
| Family and Consumer Sciences (graduate) | MSFCS | 2013-14 |
| History | BA, BS | 2012-13 |
| **2023-24** | | |
| Psychology | BA, BS | 2011-12 |
| Philosophy | BA | 2012-13 |
| International Studies | BA | 2012-13 |
| **2024-25** | | |
| English | BA | 2010-11 |
| Spanish | BA | 2013-14 |
| Interdisciplinary Studies | BS | 2013-14 |
| Agricultural Business | BSAB |  |

**Links to Guidelines and Forms**

*Preparing for the Program Review*

Guide for Preparing the Self Study [01 Guide for Preparing the Self Study.docx](file:///C:\Users\pflowers\AppData\Local\Temp\01%20Guide%20for%20Preparing%20the%20Self%20Study.docx)

THEC QAF Undergraduate Program Review Rubric [02 THEC 2020-25 QAF Program Review Undergraduate Rubric](https://www.utm.edu/assessment/_pdfs/5year/02%20THEC%202020-25%20QAF%20Program%20Review%20Undergraduate%20Rubric.docx)

THEC QAF Graduate Program Review Rubric [03 THEC 2020-25 QAF Program Review – Graduate Rubric](https://www.utm.edu/assessment/_pdfs/5year/03%20THEC%202020-25%20QAF%20Program%20Review%20%E2%80%93%20Graduate%20Rubric.docx)

Guidance regarding the External Member of the Review Team [04 Guidance Regarding the External Member of the Review Team.docx](file:///C:\Users\pflowers\AppData\Local\Temp\04%20%20Guidance%20Regarding%20the%20External%20Member%20of%20the%20Review%20Team.docx)

*Review Committee Documents*

Site Visit Committee Guidelines [05 Site Visit Committee Guidelines - Revised 2016-03.doc](file:///C:\Users\pflowers\AppData\Local\Temp\05%20Site%20Visit%20Committee%20Guidelines%20-%20Revised%202016-03.doc)

Committee Membership [06 Committee Membership - Program Review - Revised 2016-03.doc](file:///C:\Users\pflowers\AppData\Local\Temp\06%20Committee%20Membership%20-%20Program%20Review%20-%20Revised%202016-03.doc)

Role of Committee Chair [07 Role of Committee Chair - Revised 2016-03.pdf](file:///C:\Users\pflowers\AppData\Local\Temp\07%20Role%20of%20Committee%20Chair%20-%20Revised%202016-03.pdf)

Final Report Template [08 Final Report Template - 2015-20.docx](file:///C:\Users\pflowers\AppData\Local\Temp\08%20Final%20Report%20Template%20-%202015-20.docx)

\*\*During the Exit Interview of the On-Site visit, the committee will complete and submit the appropriate THEC QAF Program Review Rubric. The Final Report document, completed by the Chair, is due to the Assessment Office within two weeks of the Exit Interview.

*Follow-up to Committee recommendations*

Improvement Measures Guide [09 Improvement Measures Guidelines.doc](file:///C:\Users\pflowers\AppData\Local\Temp\09%20Improvement%20Measures%20Guidelines.doc)

Academic Affairs Impact Analysis [10 Academic Affairs Impact Analysis of IMP Template.docx](file:///C:\Users\pflowers\AppData\Local\Temp\10%20Academic%20Affairs%20Impact%20Analysis%20of%20IMP%20Template.docx)

\*\*\* The Self-Study, Final Report, and THEC QAF Rubric will be posted to the Assessment SharePoint site upon completion. \*\*\*