

Middle Georgia State University

Comprehensive Program Review Process

The goal of program review at Middle Georgia State University is to document that all academic programs offered at MGA productively contribute to the mission of the University. Each program under review will provide a detailed analysis using the self-study guidelines outlined in the CPR template to articulate how the curriculum successfully produces desired program outcomes. Adhering to Board of Regents policy, all Middle Georgia State University programs will be evaluated once within six years.

Academic units participating in comprehensive program review will generate a self-study report addressing program productivity, quality, and viability. Program self-studies must demonstrate the program's effectiveness in educating its students, must document that the program has adequate resources (faculty, space, etc.) to fulfill its mission, and must articulate how the program fulfills specific needs for students and community.

Commonly used CPR data is available to Deans and Chairs from the Office of Institutional Research (OIR). The OIR will assist units with additional data needed in the self-study process. Guidelines and formatting information for the self-study reports are published on MGA's Institutional Research website for review.

Self-Studies and Reviews for National Program Accreditation

Accreditation materials may be used to support the program review process; however, these materials should be used solely in a supporting capacity and *not* as a substitution for the program review process.

Program Review Process

1. The schedule for Program Review mandated by the Board of Regents ensures that all programs are reviewed within a 6 year cycle. The schedule is published on Middle Georgia State University's Institutional Research website.
2. By August 15 of each year, the Assistant Vice Provost for Academic Planning & Policy will notify units that have programs to be reviewed during the following Fiscal Year.
3. During Spring semester, each program under review will complete a self-study report. Electronic copies of the self-study must be submitted to the Chair of the Institutional Effectiveness Review Board (IERB) and the Office of IR by the following date:
 - o February 14
4. The IERB will review and provide feedback on the reports by March 13th to the Deans.
5. The Deans will review and submit responses to the Provost by April 10th.
6. The Provost will provide feedback and complete BOR Report by May 15th. Copies will be distributed to affected units.

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7. If desired, units may prepare a written response to be submitted to the Provost by the following dates:
 - June 1st
8. Based on the self-studies, IERB reports, unit responses to the IERB reports, and any other available information, the Provost (in consultation with affected deans, department heads, faculty, and others) will make decisions concerning program adjustments and reallocation of resources.
9. The Provost will electronically distribute decisions and the rationale upon which they are based to the Chair of the Faculty Senate for distribution.
10. Final reports will be posted to the Office of Institutional Research website.
11. The Provost's final CPR report will be submitted to USG by July 1st.