

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 on Deans and Chairs Blackboard Analytics dashboards. The Office of Institutional Research 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 April 30 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. Each affected program will be assigned to either the Cycle A or Cycle B review schedule.
3. During fall semester, each program under review will complete a self-study report, which includes an executive summary completed by the Dean. Electronic copies of the self-study must be submitted to the Assistant Vice Provost for Academic Planning & Policy and to the Chair of the Institutional Effectiveness Board (IEB) by the following dates:
 - o Cycle A: October 15
 - o Cycle B: February 15
4. The IEB will review the program and submit their final report to the Provost by the following dates:
 - o Cycle A: November 15
 - o Cycle B: March 15
5. Reports will be posted to the Institutional Research website
6. The Provost will add comments as appropriate and distribute copies to affected units by the following dates:
 - o Cycle A: November 30

Middle Georgia State University

Comprehensive Program Review Process

- Cycle B: March 31
7. If desired, units may prepare a written response to be submitted to the Provost by the following dates:
 - Cycle A: December 15
 - Cycle B: April 15
 8. Based on the self-studies, IEB reports, unit responses to the IEB 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 Institutional Effectiveness website.