UNIVERSITY OF NORTH DAKOTA
ACADEMIC PROGRAM REVIEW
GRADUATE PROGRAMS
AY 2022-2023

PURPOSE

Academic Program Review (APR) at the University of North Dakota (UND) provides an opportunity for all academic programs to document, examine, and assess the achievement of their goals and objectives over time and is founded on principles of continuous evaluation and improvement and institutional quality.

APR also facilitates UND’s demonstration of accomplishment that aligns with North Dakota University System and North Dakota Board of Higher Education goals, as well as those of the Higher Learning Commission’s Criteria for Accreditation.

The results of the APR process inform planning; budget, time, space, and other resource allocation decisions; curriculum change; professional development; and more. For programs that undergo professional or other specialized types of accreditation, APR fundamentally accompanies those accreditation efforts.

The UND APR is expected to occur for all programs every five years, although exceptions to this timeline may be requested to the VPAA office to align APR with accreditation cycles. See the VPAA website for the schedule of program reviews.

ACADEMIC PROGRAM REVIEW (APR) PROCESS OVERVIEW

1. Identify Key Personnel
   
   **Program Review Leader:** In consultation with the dean, the program under review will identify a PROGRAM REVIEW LEADER who is responsible for developing the responses to the PROGRAM REVIEW PROMPTS.
   a. For undergraduate programs, this will typically be the Department Chair or the departmental assessment coordinator.
   b. A different Program Review Leader could be named for graduate programs (e.g., Graduate Program Director) as a separate response to the Program Review prompts must be completed for graduate programs.
   c. The Program Review Leader will submit responses to program review prompts in Taskstream.

   **College Review Team:** The dean of the program under review will identify a College-level review team.
**External Evaluators (optional):** External evaluators, external to UND, may be invited at the discretion of the Dean, VPAA, and Dean of School of Graduate Studies (SGS) to provide an independent discipline-related perspective. This step is strongly recommended, but not required. The dean, in consultation with the VPAA and the Dean of SGS, will name the external evaluator. If/when an external reviewer is decided upon, the Dean, VPAA, Dean of SGS and Department Chair will determine the materials and issues to present to the external evaluator.

Typically, an external evaluation will be conducted without a campus visit. At the discretion of the VPAA and Dean of SGS, more than one evaluator or a campus visit may be deemed appropriate and will be funded by the College and/or Program under review.

2. **Complete the Program Review Prompts**
The PROGRAM REVIEW PROMPTS and responses will be housed electronically in Taskstream. Program reviews contain the same questions (with a few additional questions for graduate programs). The PROGRAM REVIEW PROMPTS are outlined below.
   a. The PROGRAM REVIEW LEADER should involve departmental/program faculty in the process of creating, reviewing, and finalizing the responses to Program Review prompts. At the discretion of the Program Review Leader, the process may also provide opportunities for staff, students, community stakeholders, and alumni.
   b. Please make sure the data included is program specific but if the response is the same for the department regardless of program, feel free to copy and paste to multiple reviews should you have them.
   c. Quantitative information will be provided by UND Office of University Analytics and Planning in the form of the Academic Program Review dashboard for program reviews. Programs should **USE THIS DATA ONLY** as the basis for their Program Review responses, supplemented, as appropriate, with additional information (e.g., data included in accreditations reports reflecting industry or discipline standards). Likewise, college review teams should also use this data when providing a college level response.

3. **Complete the External Review (optional, strongly recommended)**
The Dean is responsible for assuring that the external evaluator receives appropriate materials in a timely manner. It is also the Dean’s responsibility to assure that adequate communication takes place between the external evaluator, the program faculty, the Program Review Leader, and the Dean. Any decisions on remuneration or other recognition of the evaluator are the responsibility of the Dean.

External evaluators will be asked to provide an EXTERNAL REVIEW REPORT, which is a clear and objective analysis of the program being reviewed, similar to the COLLEGE/SCHOOL REVIEW TEAM REPORT.

4. **Complete the Review Team Report**
The College-level REVIEW TEAM will complete the COLLEGE/SCHOOL REVIEW TEAM REPORT after review of the completed PROGRAM REVIEW PROMPTS.

5. **Submit the PROGRAM REJOINDER (optional)**
Following submission of the COLLEGE/SCHOOL REVIEW TEAM REPORT in Taskstream, the PROGRAM REVIEW LEADER may submit a PROGRAM REJOINDER, if desired.
6. **Complete Dean’s Summary Report**
   Upon completion of the program’s responses to PROGRAM REVIEW PROMPTS, the COLLEGE/SCHOOL REVIEW TEAM REPORT, and the optional PROGRAM REJOINER and EXTERNAL REVIEW REPORT (if any); the Dean and the Dean of SGS (where applicable) or their designee(s) will prepare a DEAN’S SUMMARY REPORT. The Dean’s Summary Report will include specific recommendations for future action and follow-up. The Dean or their designee will submit the summary report in Taskstream.

7. **Meeting to review recommendations**
   After this submission, a meeting will be scheduled with the Dean/their designee, the Dean of SGS, the Department Chair, and any others the VPAA deems appropriate to discuss and respond to the recommendations.

8. **Complete VPAA Summary Report**
   The VPAA will prepare a VPAA SUMMARY REPORT following the meeting and submit the report in Taskstream.

   If a program has generated a self-study report for purposes of external accreditation, that report may be used as the basis for UND’s Program Review process. The Program Review Leader must enter content from accrediting reports in conjunction with or in place of a response to prompts, but may do so by appending the accreditation report and providing a reference to the relevant section of the accreditation report under each Program Review prompt, as in “See Section One, paragraph two of Accreditation Report”. If utilizing responses from accreditation reports, be sure to specify how the response answers the question for program review. Any APR questions/sections not addressed by the accreditation report must be answered in the submission. Programs should check with their respective Dean for guidance.