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.

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

4. **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.

5. **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 REJOINDER; the college dean 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.

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

7. **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.