



ACADEMIC AFFAIRS GUIDELINES

Section 4:	Program Review and Accreditation	
Title:	Mid-Cycle Program Evaluation Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
4.1.B		08/2022
Reference:	BOR Policy 2:34 – Board of Regents Academic Program Evaluation and Review AAC Guideline 4.1 – Program Evaluation and Review Guidelines AAC Guideline 4.1.A – Annual Program Health Analytics Evaluation Guidelines AAC Guideline 4.1.C – Comprehensive Program Review Guidelines AAC Guideline 4.1.D – Program Accreditation Review Guidelines AAC Guideline 4.1.E – Program Productivity Review Guidelines AAC Guideline 4.1.F – New Program Evaluation	
Related Form(s):		

1. Year-Three (3) Mid-Cycle Analytics/Evaluation

The evaluation is conducted by the University on a three-year cycle. This Mid-Cycle Analytics/Evaluation includes quantitative data provided to the University. Trends of the program shall be reviewed. The University will provide additional summary findings appropriate for the program. This review may prompt additional research into program success and needs to further enhance the program.

2. Objective

The year-three (3) mid-cycle analytics/evaluation review is designed to provide evidence-based trend data to the college, dean, and department. This evaluation will also be utilized if the program subsequently is pulled during the program productivity review. The goal for the trend analysis is to provide a platform for success and to incorporate any needed enhancements for program success.

As departments incorporate continuous improvement practices relative to program trends, their exploration of opportunities for program enhancement or remediation should be documented to utilize at the campus and on any program productivity reporting. Based on findings, the provost or designee may require additional review, as necessary.

3. Communication

The institution shall establish an appropriate framework and process for the Three-Year (3) Mid-Cycle Evaluation to ensure the appropriate faculty and staff are aware of the program review requirement, purpose of the program review, availability of the data, their role in the program review process, institutional goals for the program review, and future program review requirements.

4. Metrics Available

Several data metrics will be available in the APS (Academic Performance Solutions) System. While not intended to be an all-inclusive list, a few are inserted as examples.

4.1. Student Demand

4.1.1. Department and Enrollment Headcount

4.1.2. Major and Service Interdependencies

4.1.3. Major Headcount

4.1.4. Program Migration

4.1.5. First-Year Enrollment Trends

4.1.6. Retention Trends

4.2. Student Success

4.2.1. Credit Hour Completion

4.2.2. Degree Completion

4.2.3. Time to Completion

4.3. Course Efficiency

4.3.1. Section Size

4.3.2. Section Fill Rate

4.3.3. Unserved Student Demand

4.4. Instructional Staff

4.4.1. Instructional Staff Headcount

4.4.2. Instructional Student Generated Hours

4.4.3. Instructional Workload

4.5. Financial Efficacy

4.5.1. Department Student Generated Hours

4.5.2. CIP (Classification of Instructional Programs) Student Generated Hours

4.5.3. Instructional Expense Per Credit Hour

4.5.4. Instructional Revenue Per Credit Hour

5. Three-Year (3) Mid-Cycle Analytics/Evaluation Reporting

After obtaining the quantitative data identified, the review, evaluation, analysis, and action plan development (if appropriate) are the responsibility, and under the purview, of the institution. The academic leaders responsible for each major program will submit an online report identifying the status of the major program in relation to the data elements required. The report should note any findings that warrant a more in-depth evaluation.

6. Schedule

The Three-Year (3) Mid-Cycle Analytics/Evaluation shall be conducted during the schedule cycle by the institution and in alignment with expectations articulated in the policy and procedure. Effective September 2022 the data will be available in the APS System.

SOURCE:

AAC August 2022.