



ACADEMIC AFFAIRS GUIDELINES

Section 4:		Program Review and Accreditation	
Title:		Program Accreditation Review Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised	
4.1.D		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.B – Mid-Cycle Program Evaluation Guidelines AAC Guideline 4.1.C – Comprehensive Program Review Guidelines AAC Guideline 4.1.E – Program Productivity Review Guidelines AAC Guideline 4.1.F – New Program Evaluation	
Related Form(s):			

1. Program Accreditation Review

The review is conducted by the University on a predetermined accreditation cycle. This Program Accreditation Review includes quantitative data provided to the University. Additionally, the University completes a self-study that adds robust qualitative data to the quantitative data. Campuses may include additional campus generated quantitative data. The self-study is reviewed through an Internal Review and/or External Review process.

2. Objective

This review is a process to assist institutions in the continuous improvement of educational program quality through the involvement of multiple stakeholders and the analyzing of performance data to inform future decision-making. The review process should integrate strategic planning, academic quality, financial health, external and internal demands for the university, regional and specialized accreditation processes, and student-learning outcome assessment. Note, this review is used in lieu of the Six-Year (6) Comprehensive Review.

3. Communication

The institution shall establish an appropriate framework and process for the Program Accreditation Review 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
- 4.6. **Other**
 - 4.6.1. Campuses may provide additional quantitative data not available in APS.

5. Program Accreditation Reporting

5.1. Scope/Process

The accrediting body will provide the appropriate forms and requirements as outlined by the accreditation institution. In there are no specified forms, the Six-Year Comprehensive procedures shall be utilized.

5.2. Institution Comprehensive Report

Campuses will complete their Program Accreditation Report and retain according to the State of South Dakota records retention policy. All reports shall be available for the Board of Regents. This comprehensive form will be unique to the institution and major program.

5.3. Board of Regents Summary Report

The Program Accreditation Summary Report is prepared as an informational item for the Academic Affairs Council (AAC) and the Board of Regents and is submitted by the university academic affairs office to the system academic affairs office.

Institutions shall submit the Program Accreditation Summary Report form to the Board Office no later than the conclusion of the academic year in which the peer review report is received by the university. An institution may submit multiple Program Accreditation Summary Reports at the same time.

All documentation (for the report) will be submitted to the Board of Regents staff following submission of the Program Accreditation Summary Report.

6. Schedule

The Program Accreditation Review 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.