



# ACADEMIC AFFAIRS GUIDELINES

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

## 1. BOR (Board of Regents) Program Productivity Review

The BOR program productivity review is an examination of flagged programs due to performance.

## 2. Objective

Program productivity reviews are designed to evaluate the performance of a program and determine strategies for enhancement.

## 3. Communication

The system academic affairs office will submit communication to the campuses and academic affairs council with respect to program review.

## 4. Metrics Available

Academic programs not producing the agreed-upon number of graduates, with low enrollments that are not financially viable will be evaluated. All flagged programs will be required to have a continuation action plan developed by program faculty, academic leadership, and approved by the provost. The plan will contain measurable benchmarks and a timeline. The program will be evaluated at the conclusion of the timeline, and the program may be terminated if the program is not successful.

## 5. Program Productivity Overview, Scope, and Reporting

### 5.1. Overview

For purposes of this policy, academic programs include degree/major. Therefore, degree programs that have the same degree/major with different specializations will be combined.

All previously terminated programs will not be included in the program productivity reporting cycle.

Degree programs that are coded/labeled differently in the Student Information System and represent equivalent degrees will be included in the same degree/major (with Executive Director or designee approval). Campuses will have three years prior to the next cycle to modify coding to ensure degree/major accurately reflects the program designation.

Programs exempted by BOR Policy 2:34 would be excluded from the program productivity report.

## **5.2. Scope**

Campuses will be required to provide an analysis and recommended continuation action plan on the program. The recommendation with the action plan must be one of the four: 1) retain with further review; 2) investment/realignment/augmentation; 3) inactivate/moratorium; or 4) terminate.

### **5.2.1. Retain with Further Review**

An institution may recommend that a degree program be retained for further research. There are circumstances that justify a retain with further review such as resource needs.

Campuses will be required to complete the appropriate online form and submit recommendations with justification included. The action plan must require a recommended timeline of no more than two years. The program(s) will be reviewed at the end of the review period. Committee A (Regents) shall approve the program lifecycle (timeline, action plan) at the next scheduled BOR Meeting.

Justification for retaining due to need with further review must include:

1. Explanation of why the program is critical to the University mission and strategic plan.
2. Explanation of how the program impacts workforce needs (state, national, regional).
3. Explanation for how the campus will ensure academic quality while low enrolled.
4. Explanation of enrollment management strategies to increase enrollments.
5. Description of specific action steps (already taken and/or planned) to enhance program success.
6. Documentation of timeline and expected outcomes.
7. Preliminary outcomes of steps taken to date.

Campuses that select to Retain with Further Review, can only utilize this option once per program. If the program resurfaces then the action must be one of the remaining three options outlined in section II (scope).

## **5.2.2. Investment/Realignment/Augmentation Plan**

### **5.2.2.1. Redesign/Augment**

An institution may request to redesign a program within the department. Justification to redesign and augment must include:

- a. Explanation of why the program is critical to the University and how the redesign meets the campus mission/strategic plan.
- b. Explanation of how the program impacts workforce needs (state, national, regional).
- c. Explanation for how the campus will ensure academic quality while low enrolled.
- d. Explanation of enrollment management strategies to increase enrollments.
- e. Description of specific action steps (already taken and/or planned) to enhance program success.
- f. Documentation of timeline and expected outcomes.
- g. Preliminary outcomes of steps taken to date.

### **5.2.2.2. Campus Realignment/Consolidation**

An institution may request that a program be consolidated with a similar program on campus that achieves similar degree requirements. Justification to consolidate with another program on campus must include:

- a. Explanation of how the degree requirements for the two programs warrant consolidation.
- b. Explanation for how the campus will ensure academic quality while low enrolled.
- c. Explanation of enrollment management strategies to increase enrollments.
- d. Description of specific action steps (already taken and/or planned) to enhance program success.
- e. Documentation of timeline and expected outcomes.
- f. Preliminary outcomes of steps taken to date.

### **5.2.2.3. System Collaboration/Consolidation**

An institution may request that a program be consolidated with other programs within the Regental system. Two or more institutions may request that similar degree programs be consolidated with a collaborative agreement to maintain

equivalent degree programs. Justification for retaining due to multi-institutional consolidation must include:

- a. Explanation of how the degree requirements for the multi-campus collaboration programs warrant consolidation.
- b. Explanation for how the consolidated programs will collaborate services (e.g., sharing of required courses, shared faculty, etc.).
- c. Explanation for how the campus will ensure academic quality while low enrolled.
- d. Explanation of enrollment management strategies to increase enrollments.
- e. Description of specific action steps (already taken and/or planned) to enhance program success.
- f. Documentation of timeline and expected outcomes.
- g. Preliminary outcomes of steps taken to date.

Where a campus opts to invest, realign, and augment a program, the continuation action plan must require a timeline of no more than two years. The program(s) will be reviewed at the end of the review period by the campus and the Regents. Committee A (Regents) shall approve the program lifecycle (timeline, action plan) at the next scheduled BOR Meeting.

### **5.2.3. Inactivate/Moratorium**

### **5.2.4. Terminate**

## **5.3. Terminated Academic Program Changes**

In the event a program is terminated, and the campus subsequently wishes to reinstate it, the campus must treat the reinstatement as a new academic program. New academic program requests must follow BOR Policy 2:23.

## **5.4. Reporting**

The program productivity reporting cycle will follow the mid-cycle review schedule for a program. Only those degree programs that are on schedule for the mid-cycle will be reviewed for the program productivity metrics.

The program flag metrics will be processed in April for AAC at their next scheduled meeting.

If a program fails to meet the production thresholds, the campus will need to respond accordingly to that program. Upon completion of the campus reviewing the program, academic performance solutions, and any other data necessary from the student information system, the campus will need to provide a recommendation and continuation action plan to proceed.

The campus will provide their recommendation to the Board of Regents academic staff and this report will be provided to the Academic Affairs Council (AAC) no later than June.

A full report will be provided to BOR Committee A prior to the August BOR meeting. A full report will be presented to the full BOR at their August BOR meeting. When the Board of Regents acts contrary to the campus, the campus will be notified for planning purposes.

## **6. Schedule**

The Program Productivity \*Review shall be conducted on the same schedule as the Three-Year (3) Mid-Cycle Review. Effective September 2022 the annual health data will be available in the APS (Academic Performance Solutions) System.

### **SOURCE:**

AAC August 2022.