



ACADEMIC AFFAIRS GUIDELINES

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

1. New Program Evaluation

BOR examination of new program performance based on an abbreviated set of common metrics: enrollment and revenue/expense to that of the Full Proposal Recommendation to the Board of Regents.

2. Objective

The goal of the new program review is to track the enrollments and the financial health of new programs in order to identify areas for improvement. New programs need appropriate time to ramp-up, and the new program review is designed to mark early outcomes, which may inform the program’s longer-term success.

The new program review is not a comprehensive academic review; therefore, campuses will evaluate new programs within their schedule/cycle for academic quality, curriculum, and student outcomes.

3. Communication

The BOR (Board of Regents) academic affairs shall establish an appropriate framework and process for the New Program Evaluation to ensure communication flows to the institution’s provost and academic staff. The institution academic affairs will communicate to their appropriate department faculty and staff on the results of the annual reporting.

4. Metrics Available

Several data metrics will be available in the APS (Academic Performance Solutions) System for which BOR academic affairs will utilize. 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 Headcount
- 4.2. **Course Efficiency**
 - 4.3.1. Section Size
 - 4.3.2. Section Fill Rate
 - 4.3.3. Unserved Student Demand
- 4.3. **Financial Efficacy**
 - 4.3.1. Instructional Expense Per Credit Hour
 - 4.3.2. Instructional Revenue Per Credit Hour

4. New Program Evaluation Reporting

This program review cycle begins in year two (2) of the new program after BOR approval. The academic year begins in the summer and ends with the Spring. At the end of year six (6) programs are no longer considered new and will conform to the annual, mid-cycle and comprehensive review schedule set forth in BOR Policy 2:35.

BOR academic affairs will provide a report of findings to the provost in June of the year, allowing time for the campus to review and provide feedback. A report to BOR Committee A will be provided at their August meeting.

5. Schedule

The New Program Evaluation shall be conducted each year starting in year two (2) on the following new program approval at the Board of Regents. Effective September 2022 the new program review data will be available in the APS System.

SOURCE:

AAC August 2022.