

ACADEMIC SENATE POLICY #S13-133

ALL-UNIVERSITY ACADEMIC PROGRAM REVIEW COMMITTEE

(formerly Academic Senate Policy #F12-133)

Rationale: This revision of the APRC Policy comes before the Academic Senate in order to update the old policy. The revisions are the following:

1. *Updated the AVP's title.*
2. *Updated the Dean of Graduate Studies' title.*
3. *Added the Undergraduate Dean of Graduate Studies, because the next cycle will include undergraduate studies.*
4. *Removed the Assessment Coordinator, because the university no longer has an Assessment Coordinator.*
5. *Kept request for release time in the policy because the Strategic Initiatives Committee believes that release time is important to fulfill the purpose and function of APRC.*

The purpose of the academic program review process at San Francisco State is to assure University degree programs of the highest quality. The role of the **Academic Program Review Committee (APRC)** is to review and evaluate the efforts of faculty and administrators to clarify the intellectual vision, range, coherence, and currency of each program. In addition, APRC will examine the program's organizational structure, review the program's learning outcomes, evaluate their indicators of program success, and evaluate program goals and effectiveness. APRC shall make recommendations for action, and propose the resources needed to accomplish program goals.

Charge:

The APRC shall perform four major functions:

- a. **Review of Handbook:** At the beginning of each review cycle, APRC will review the handbook prepared by the Office of the Associate Vice President for Academic Planning and Development (AVP-APD).
- b. **Consultation:** At the start of the process for a given College, representatives from the instructional units, the College, the Office of Academic Planning and Development, and the APRC will meet to discuss the content and process of the review. One or more members of APRC shall meet with schools/departments which are preparing self-studies to explain the purpose of the review process and to answer questions. APRC also shall monitor the academic program review process to ensure that information and assistance are available as needed.
- c. **Review and Evaluation:** The Office of Academic Affairs shall forward to APRC copies of each program's self-study, the external review, and the dean's and program's responses to the external review. In order to provide a University-wide faculty perspective and to assist in University planning, the APRC will analyze each unit's complete program review file. APRC shall meet with program faculty, the College Dean, and the Vice President for Academic Affairs' staff to clarify all recommendations made and all responses to those recommendations. APRC will also accept additional data and recommendations from the Dean and/or unit at this time. The Committee will then proceed to evaluate all recommendations made in the self-study, external review and dean's and program's responses to the external review, and develop a summary report of

accepted recommendations. The department/program will respond to the APRC summary report by developing an action plan on how to implement the recommendations.

d. Recommendation: Based upon the documents, interviews, and accepted implementation plan, and in consultation with program, College, and Academic Affairs representatives, APRC, with the assistance of the AVP-APD, will then develop a concluding action memorandum. This memorandum will specify any actions the unit, program, and/or College is advised to consider or is required to carry out, together with timelines for implementation and consequences resulting from failure to act appropriately. The memorandum will be signed by the department chair, college dean, chair of APRC, and the Provost or designee. **Dissent by any party to the recommendations shall be put in writing and attached to the memorandum.** The memorandum will be kept on file in the Office of Academic Planning and Development and in the Academic Senate and will be in effect until the completion of the current review cycle. The memorandum will be used by the AVP-APD to monitor the effectiveness of program change and adherence to the concluding action memorandum. The memorandum will also be used at the beginning of the next cycle to assess the degree to which actions that had been recommended or required in the previous cycle have been undertaken.

Oversight of the APRC is primarily the responsibility of the Academic Senate. The APRC shall send a summary report of the committee's recommendations to the Vice President for Academic Affairs, the program faculty, the college dean and the Academic Senate. APRC shall send any policy recommendations and an annual report to the Academic Senate. APRC shall make periodic status reports to the Academic Senate. APRC also may transmit reports and recommendations to other units as appropriate.

Membership:

- Twelve representatives, two from each college.
- The AVP for APD is an ex-officio voting member.
- The Dean of Graduate Studies is an ex-officio non-voting member.
- The Dean of Undergraduate Studies is an ex-officio non-voting member.
- The Program Review Coordinator is an ex-officio non-voting member.
- Each member of the Academic Program Review Committee serves a term of three years. Members may succeed themselves in office, with the exception that no one may serve for more than six consecutive years.
- The Chair of the APRC shall be elected from among the members of the committee.
- The Chair shall receive one course release for two semesters, and the remaining members shall receive one course release for one semester.
- Staff support for APRC shall be provided by the Office of Academic Planning and Development.

*****Approved by the Academic Senate at its meeting on April 23, 2013*****