

Reference Number: F99-133

Senate Approval Date: Wednesday, September 01, 1999

PROCEDURES FOR FACULTY AND STUDENT PARTICIPATION IN THE ACADEMIC PROGRAM REVIEW PROCESS

#F99-133

(formerly Academic Senate Policy #F93-133)

At its meeting of November 16, 1999, the Academic Senate approved the following revised policy regarding procedures for faculty participation in the Academic Program Review process:

Resolved That the Academic Senate establish a new standing committee called the Academic Program Review Committee constituted as follows:

- a. The membership of the APRC shall consist of a minimum of seven elected senators, plus the Associate Vice President for Academic Program Development, the Faculty Coordinator for Program Review, and a student representative as ex officio members.
- b. The Chair of the APRC shall be selected from among the senators on the committee according to the usual Academic Senate procedures.
- c. The Chair of the APRC shall serve on the Senate's Executive Committee; and be it further

Resolved That the Academic Program Review Committee perform three major functions as follows:

- a. Consultation: One or more members of APRC, the Associate Vice President for Academic Program Development, and the Faculty Coordinator for Program Review shall meet with colleges whose programs/departments are preparing to go through academic program reviews for the purpose of explaining the review process and to answer questions. The APRC Chair, the Associate Vice President for Academic Program Development, and the Faculty Coordinator for Academic Program Review shall monitor the academic program review process to ensure that information and assistance are available as needed.
- b. Review: APRC shall receive copies of each program or department self-study, external reviewer's report, and available responses to the external review from the Associate Vice President for Academic Program Development. APRC shall consider each of these documents and hear statements from the Associate Vice President for Academic Program Development about its accuracy and thoroughness. To ensure that it has reasonably complete documentation, APRC shall meet with the program head or Department Chair, College Dean, and other program or department faculty who wish to attend. Using this documentation and other information gathered in consultation with the faculty and dean, APRC shall evaluate the recommendations.
- c. Recommendation: APRC shall send a summary report of the Committee's review to the Associate Vice President for Academic Program Development, the program head or Department Chair, the College Dean, and the Academic Senate. APRC shall also present periodic status reports to the Executive Committee, and policy recommendations and an annual report to the Academic Senate. APRC also may transmit reports and recommendations to other units as appropriate.

****APPROVED BY PRESIDENT CORRIGAN ON DECEMBER 13, 1999****

