



Program Review Policy #350.020

INITIAL EFFECTIVE DATE: April 16, 2014	LAST REVISION DATE: TBD	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Academic Affairs/Office of Academic Planning and Accountability
--	-----------------------------------	--

POLICY STATEMENT

Quality assurance is a hallmark of higher education. A systematic review of degree programs provides evidence that a degree program is educationally sound and advances the goals and priorities of the strategic and accountability plans. In view of Florida International University (FIU)'s deep commitment to quality improvement, innovation, and the enhancement of student learning, program review provides input to the university to determine the following:

- Document how individual academic programs are achieving stated student learning and program outcomes within the context of the university's mission, strategic and accountability plans, and performance metrics.
- Monitor the academic programs' performance vis-à-vis national trends.
- Make necessary resource (re-) allocations.
- Inform strategic planning and program development.

The systematic program review provides the vehicle for the following:

- A periodic analysis of the extent to which degree programs provide students with a high-quality education and preparation to compete in the state of Florida and global economy; alignment between student learning competencies and relevance to the discipline.
- A focus on the assessment of student learning outcomes and continuous program improvement.
- A review of the mission(s) and purpose(s) of academic programs within the context of the institutional mission and strategic and accountability plans.
- The establishment of teaching, research, service, and other programs goals and objectives, including expected outputs and outcomes, especially in the area of student learning.
- The analysis and alignment between program goals and University's performance metrics.
- Amplification and integration of wider stakeholder participation to inform improvement action measures.
- Integration of resources to support program growth and viability amongst Student Success Operations and Strategy, Academic Planning and Accountability, and Office of Analysis and Information Management.

- Establishment of a monitoring mechanism to track progress of stated program objectives and improvement action steps.
- The meeting of FIU's institutional accreditation standards, as these might change from time-to-time.

FIU requires the cyclical review, at least every seven (7) years, of all its degree programs. The reviews will be conducted within a College or School environment (i.e., all programs of a given School/College will be reviewed together). Aligned with discipline-specific accreditation expectations, the program review process emphasizes the assessment of student learning and programmatic outcomes and continuous program improvement. As such, the program review process culminates in the development of an improvement action plan. Such a plan reflects the consensus of various stakeholders (e.g., department faculty, deans' offices, students, alumni, and industry boards) regarding enhancing student learning and strategic improvement action items; furthermore, the plan establishes goals. Within the seven-year cycle, a mid-point progression review will be conducted.

SCOPE

This policy applies to all academic degree programs and thus includes members of the University Community (faculty, administration, staff, and students).

REASON FOR POLICY

This policy sets forth the requirements of the systematic review of degree programs at Florida International University.

DEFINITIONS

TERM	DEFINITIONS
Student Learning Outcomes	Each degree program develops and assesses student learning outcomes (SLOs) related to the major knowledge, skills, and behaviors taught in the discipline. These outcomes direct the efforts of faculty and program leaders for teaching, services and assessment. The main purpose of SLOs is to directly measure foundational competencies that enhance the quality of education for students and ensure completion of courses/program. The results of these measures provide faculty insights on what they can focus on for continuous improvement within their programs and to help their students excel.



Program Outcomes	Each degree program is required to submit program outcomes (POs) for their majors. POs focus on assessing efficiency outcomes that do not directly pertain to student learning for each degree program. Much like the SLOs, the purpose of these outcomes is to measure major components of each degree in order to continuously improve the quality of the program. They serve to meet institutional and accreditation assessment expectations.
-------------------------	--

ROLES AND RESPONSIBILITIES

Academic Unit: The unit drafts the report(s), revising as necessary to address feedback of college/school deans and Academic Planning and Accountability (APA).

Additionally, the unit develops improvement action plans based on stakeholders' feedback – including qualitative research – and the findings of the program review report. Lastly, the unit submits the final program review report and action plans, upon approval of the college/school dean, to APA for archiving and for monitoring progress in implementing the action items based on a mid-term progress update.

College Dean: The dean or the dean's designee approves the report(s) and improvement action plan(s), as well as the methodology/protocols for implementing surveys and focus groups.

Academic Planning and Accountability: APA provides guidance throughout the entire process and is responsible for the day-to-day program review implementation. APA oversees the program review process, on behalf of the Office of the Provost. Additionally, APA provides access to student learning and program outcome data and results. APA organizes and implements orientation sessions to disseminate important information related to the program review policy, guidelines, and deadlines. APA collaborates closely with FIU's Student Success Operations and Strategy and Office of Analysis and Information Management to facilitate workshops and data analysis forums.

University Graduate School (UGS): UGS will provide feedback to units on graduate programs, as necessary, whenever doctoral programs are involved.

Analysis and Information Management (AIM): AIM provides relevant FIU metrics and/or dashboards related to student enrollment, graduation and retention data, including, but not limited to, metrics related to the BOG's Performance Funding Model. Additionally, units have the option to meet with AIM staff to review the data and trend analyses.

Provost: The Provost or the Provost's designee, the Office of Academic Planning and Accountability, oversees the program review process.



RELATED RESOURCES

Reference

Southern Association of Colleges and Schools, Commission on Colleges. *The Principles of Accreditation: Foundations for Quality Enhancement SECTION 7: Institutional Planning and Effectiveness*

Related Policy

[FIU 380.102 Assessment of Student Learning Outcomes Policy](#)

CONTACTS

Office of the Provost
11200 S.W. 8 Street, PC 526
Miami, FL 33199
Telephone: (305) 348-2151

Office of Academic Planning and Accountability
11200 S.W. 8 Street, PC 112
Miami, FL 33199
Telephone: (305) 348-1796

HISTORY

Initial Effective Date: Approved by Deans Advisory Council on April 16, 2014

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): July 11, 2017; November 17, 2020; TBD 2024



Program Review Procedure # 350.020a

INITIAL EFFECTIVE DATE: April 16, 2014	LAST REVISION DATE: TBD 2024	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Academic Affairs/Office of Academic Planning and Accountability
--	--	--

PROCEDURE STATEMENT

At Florida International University, the Program Review process is mainly composed of four (4) elements:

1. **A report developed by the Department:** This is a comprehensive report about the degree programs offered. It contains the departmental vision, mission, goals, and recommendations based on an analysis of the program and measurable performance indicators. The findings confirm the program's relevance and viability within the context of the university's strategic and accountability plans. The document focuses on program performance based on an analysis of Strengths, Weaknesses, Opportunities and Challenges (SWOC) and charts a course of continuous program improvement. The academic unit has the responsibility to develop the report.

For programs undergoing, or that have undergone, specialized accreditation within the past seven (7) years, any self-studies that were produced for the accreditation agencies could be used to supply the necessary information/data for those programs within the report. The departmental program review team should include the department chair or designee, one or more senior faculty members of the department, staff, and a broad range of stakeholders. The college dean or designee needs to approve the report prior to submission to Academic Planning and Accountability (APA) for review and approval.

2. **Surveys/Focus Groups:** Qualitative research analysis is required and will be conducted during the program review process in order to widen the participation of stakeholders. Units may use focus groups, exit interviews, and open-ended question surveys to supplement their findings, and guide the improvement action plans. The methodology/protocols for implementing these qualitative research methods will need to be approved by the college/school dean or designee.
3. **Improvement Action Plan:** The findings of the report and the recommendations of the stakeholders will guide the development, by the academic unit, of an improvement action plan. Plans reflect the collective thinking of the department and College/School in regard to charting the most

optimal improvement course, particularly in areas related to enhancing student learning. Deans and/or their designees review and approve plans. Improvement action plans advance strategic goals and priorities of colleges within the context of FIU's strategic and accountability plans. The academic unit also has the responsibility for closely monitoring the implementation of the improvement action plan.

4. **Mid-term Progression Update:** At the approximate midway point of the seven-year review cycle, the academic unit will provide to APA an update on its programs in relation to the improvement action plan objectives that were provided during the initial program review. This update should report on the progress in meeting the plan, including any new information and/or considerations that could impact objectives.