Academic Program Review
Orientation for 2021-22 Cycle

Institutional Effectiveness
USF Office of Decision Support

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Rationale for Academic Program Review

**BOG Regulation 8.015** requires reviews of all academic degree programs by CIP code and degree level at least once every seven years. Reviews must:

- Review mission and purpose of the program within the context of USF’s mission and the BOG’s strategic plan;
- Assess how well the stated student learning outcomes and program objectives are being met;
- Document how assessment results are being used for continuous program improvement; and
- Inform strategic planning, program development, and budgeting decisions at the university and state levels.
<table>
<thead>
<tr>
<th>Task</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
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<tbody>
<tr>
<td>APR Orientation Session Provided by IE</td>
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<td>Select External Reviewers</td>
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<td>Submit Program &amp; Departmental Self-Studies</td>
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<tr>
<td>Dean Submits Report &amp; Self Studies</td>
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<tr>
<td>Conduct Site Visit or Online Review with External Reviewer(s)</td>
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<td>Between Late January and Mid April 2022</td>
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<tr>
<td>Receive External Reviewer Report</td>
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<td>Due to IE 20-30 Days Following Visit</td>
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<tr>
<td>Review External Report (Department, Dean, &amp; Provost)</td>
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<td>End of May 2022</td>
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<tr>
<td>Submit Departmental/Faculty Response (Optional)</td>
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<td>Due to IE End of May 2022</td>
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<tr>
<td>Submit BOG Summary Report to IE</td>
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<td>Due to IE September 2022</td>
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<td>Upload Summary Report to BOG Portal (IE)</td>
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<td>Due December 2022</td>
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<td>Submit Progress Report about Implementation of Improvement Plan in January 2024 for inclusion in College Review</td>
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Components of the Program Review

1. Program self-study by CIP and degree level
2. Department self-study – Focuses on faculty & resources (include CVs of all current faculty)
3. Dean’s report – Includes questions for external reviewer
4. External reviewer’s report – Includes recommendations
5. BOG summary report and improvement plan - Prepared by department and submitted to IE for review and submission to BOG
6. Progress report on actions taken to implement improvement plan one year after submission of the BOG summary report
Department & Program(s) Self-Study Reports

• Self-study criteria are detailed in the APR Guidelines.
• The program review process is controlled by the department.
• All sections in self-study report must be completed - If you can’t answer something, state that.
• Submit complete reports to the dean’s office.
• The dean’s office submits reports to IE.
• IE reviews program self-study and department self-study for completeness before sharing with the reviewer.
Department & Program(s) Self-Study Report Data Sources

• ODS supplied data tables (*provided in August/September*)
  • Includes the following detailed data (5-years):
    • Student Enrollments
    • Student Term-to-Term Enrollments (5 semesters)
    • New Admits by Fall Term
    • Enrollments by Gender, Ethnicity, Nationality, and Student Level
    • Degrees awarded by Academic Year, Gender, Ethnicity, and Student Type
    • Student Credit Hours (SCH)
    • Full and Part-Time Faculty
    • Faculty by Rank, Ethnicity, & Gender
    • Departmental SCH by Instructor/Instruction Type
    • Graduate and Student Assistantships
  • Copy and paste the data tables as images into WORD document and summarize/analyze/interpret for the reviewer
### Department & Program(s) Self-Study Report Data Sources

- **Peer Institutions:** [https://usfweb.usf.edu/ODS/secure/Performance/PeerGroups.aspx](https://usfweb.usf.edu/ODS/secure/Performance/PeerGroups.aspx)

<table>
<thead>
<tr>
<th>USF’s National Peer Group*</th>
<th>USF’s Aspirational Peer Group*</th>
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<tbody>
<tr>
<td>Stony Brook University</td>
<td>Rutgers University</td>
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<tr>
<td>Temple University</td>
<td>Texas A&amp;M University</td>
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<tr>
<td>University at Buffalo</td>
<td>University of California Davis</td>
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<tr>
<td>University of Arizona</td>
<td>University of California Irvine</td>
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<tr>
<td>University of California Riverside</td>
<td>University of California San Diego</td>
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<tr>
<td>University of Illinois, Chicago</td>
<td>University of Illinois Urbana-Champaign</td>
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<td>University of Iowa</td>
<td>University of Texas Austin</td>
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<td>University of Kansas</td>
<td>University of Washington</td>
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<td>University of Utah</td>
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<td>Virginia Polytechnic Institute</td>
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*USF’s peer groups will be further considered during an extended and broad-based strategic renewal process to be launched in late 2020.*
Department & Program(s) Self-Study Report Data Sources

- Data on the ODS website: https://www.usf.edu/ods/data-and-reports/index.aspx
  - Strategic Performance
  - Rankings Hub
  - Survey Research Hub
  - Post-graduation Outcomes Hub
  - System Facts
  - InfoCenter: http://usfweb.usf.edu/dss/infocenter/
    - USF facts and statistics: information about the student profile, budgets, etc.
- Data Cubes: https://confluence.usf.edu/display/ReportGlossary/Cube+Documentation

*Available behind single sign-on; if access is unavailable, contact Hennadii Balashov (Balashov@usf.edu) for data export.*
Department & Program(s) Self-Study Report Data Sources

• Academic Analytics
  • [https://www.usf.edu/provost/faculty/faculty-productivity-tools.aspx](https://www.usf.edu/provost/faculty/faculty-productivity-tools.aspx)
  • Academic Analytics provides powerful data and analysis tools that help universities reach their research potential. USF uses Academic Analytics to allow faculty to find each other, form research networks and compare our programs to our peer list of institutions. The Academic Analytics database contains scholarly data on over 275,000 faculty members at over 400 US-based research universities. The data includes research grants, honorific awards, articles, books, conference proceedings, and more.

• Burning Glass
  • Burning Glass Technologies is an analytics software company that provides real-time data on job growth, skills in demand, and labor market trends.
  • ODS will automatically generate data report by CIP. Direct questions to Hennadii Balashov.
Department & Program(s) Self-Study Report Data Sources

• SISSAP Reports (formerly WRS Reports)
  • [http://usfweb.usf.edu/ODS/Forms/SAP_Access.aspx](http://usfweb.usf.edu/ODS/Forms/SAP_Access.aspx)
  • Variety of reports, derived primarily from Banner (Student Information System). All reports are categorized by units, e.g., Admissions, Registrar, UGS, COPH, Veterans Services, etc.
  • Report access is limited by roles in order to ensure data is secure and confidential.
  • Reports can be run using parameters to allow flexibility in retrieving more precise data for the report, i.e., term, college, level, campus, etc.
  • Report requests are processed on a first come, first served basis.

• System for Assessment Management (SAM)
  • [http://usfweb.usf.edu/DSS/SAM/](http://usfweb.usf.edu/DSS/SAM/)
  • SAM is an online assessment management system used to enter, edit, and manage all assessment plans and reports for academic programs (undergraduate, graduate, certificate), and academic and student support services.
Top Oversights in Self-Studies

- Data that should be included in a report are not included.
- Data are included in a report, but they are not summarized in a useful way for the external reviewer.
- Data are summarized appropriately, but are not analyzed or interpreted to create meaning.
- Analysis results are meaningfully interpreted, but the report fails to document how findings were used to improve the program.
- Detailed descriptions of processes are provided, but with no apparent purpose, result, or recommendation.
- Response fails to address the question being asked.
Dean’s Report

• The dean’s office will review the program self-study and department self-study and provide commentary and questions for external reviewers.

NOTE: Specific questions from the dean to evaluators will help guide the evaluator’s program review.
External Reviewer’s Report

- IE provides program and department self-studies and dean’s report to the external reviewer(s) along with guidelines for the external review report.

- The reviewer produces a report that includes recommendations for improvements that do not focus solely on additional resources. *(Program review is not a budget request process.)*

- The report is submitted to IE within 30 days after the site visit.

- IE shares report with the department and the dean.

- The department notifies IE it has accepted the report.

- Upon acceptance of the report, the reviewer is paid for services.
External Review Basics

Selecting external reviewers

- The department identifies potential reviewers based on criteria provided in guidelines.
- The dean reviews potential reviewers.
- IE, in consultation with the Office of the Provost, confirms eligibility.
- The standard is one reviewer per CIP. (Requests for additional reviewers must be made to the Provost by the College Dean.)

Review can be on-campus or virtual/online (Determined by Dean and Provost – most were on-campus prior to the COVID-19 pandemic.)
External Review Basics

IE arranges for payment to reviewers (Need six weeks notice) No reviewers may begin working until an approved Purchase Order is in the system.

- On-campus - $1,500 for first onsite review of one CIP; extra $1,000 for the second onsite review (of a different CIP) with prior approval from the Dean and Provost plus $1,000 to cover travel expenses.

- Virtual/Online - $1,200 for first CIP reviewed, additional $800 for second CIP reviewed with prior approval from the Dean and Provost.

NOTE: USF branch campuses and USF Health programs cover all expenses, including travel and stipend.
Typical External Review Timeline

• Day 1 – Opening dinner – Coordinated and paid for by IE.

• Day 2 – Meetings with students, faculty, administrators, staff and tour of relevant academic facilities.
  ➢ Lunch at Top of the Palms – Up to 5 people including reviewer(s). Reservation and payment coordinated and paid for by IE.
  ➢ Dinner – Coordinated and paid for by the academic department.

• Day 3 – Follow-up meetings and exit interview
  ➢ Meetings coordinated by the department.
  ➢ Exit interview coordinated by IE.

• The department should schedule time for reviewers to prepare for the exit interview, especially if there are multiple reviewers.
External Review – Preparing for the Visit

• The reviewers are responsible for making their own air and hotel arrangements.

• The department determines schedule for Day 2 and any follow-up meetings on Day 3, other than the exit interview.

• The department provides all ground transportation for the reviewer, including to and from the airport.
Questions?

• Electronic files of everything discussed are posted on the Academic Program Review Website: http://www.usf.edu/ods/iep/institutional-effectiveness/academic-programs/academic-program-review.aspx.

• Thank you for your time and attention.
Academic Program Review Support Staff

Jonna DeSantis, Executive Administrative Specialist, coordinates recruiting evaluators and scheduling; jonnad@usf.edu

Laura Brunkow, Fiscal and Business Specialist, coordinates contracting with and payment to evaluators; laurab@usf.edu

Hennadii Balashov, Statistical Data Analyst, provides data tables and ODS-related data; balashov@usf.edu

Christopher Combie, Associate Director, IE, facilitates academic program review process; combie@usf.edu

Michael Wrona, Assistant Vice President, IEP, troubleshoots problems; mwrona@usf.edu