

Academic Program Review

University Policy 2550

Section 1. Purpose

- 1 A. This policy sets the standard for planning and conducting academic program reviews, creating
2 action plans based on those reviews, and reporting progress against the respective action plans
3 at Metro State University.
- 4 B. The purpose of an Academic Program Review is to engage program faculty members in reflective
5 evaluation of an academic program to support planning, improvements, and alignment with Metro
6 State University's mission and strategic goals for relevant, student-centered education in an
7 inclusive, anti-racist, and supportive learning environment.

Section 2. Definitions

- 8 • **Academic Program:** a cohesive arrangement of college-level curricular requirements leading to an
9 academic award (Minnesota State System Policy 3.36)
- 10 • **Academic Program Review:** a process focused on evaluating program effectiveness and alignment
11 with institutional priorities, goals, and outcomes
- 12 • **Academic Program Review Plan:** the steps and elements that will be included in an upcoming
13 academic program review
- 14 • **Annual Assessment Report:** The Annual Assessment Report identifies the Program Learning
15 Outcomes assessed in the prior academic year, the methods by which those outcomes were
16 assessed, the results of the assessment, and a narrative interpretation of the results. The Annual
17 Assessment Report also specifies a program's plans to modify its curriculum, pedagogical
18 approaches, or assessment measures based on the results. This report is prepared simultaneously
19 with the Program Annual Reflection each Fall Semester.
- 20 • **Assessment:** a systematic and iterative process of collecting and analyzing data related to a
21 particular outcome and using the results for continuous improvement of student learning
- 22 • **Program Action Plan:** a document created during the final stage of Academic Program Review and
23 which guides the program's continuous improvement and program-level assessment of student
24 learning outcomes over the next five-year cycle
- 25 • **Program Annual Reflection (PAR):** a document which reflects on a program's prior academic year
26 institutional trends; program health and sustainability; and assessment of program-level student
27 learning outcomes

Section 3. Policy

28 It is the policy of Metro State University that systematic and comprehensive academic program reviews
29 shall provide evidence to support planning and decision-making at all levels, continuous improvement,
30 programmatic innovation, and stewardship of institutional resources. The Program Review process shall
31 include Program Annual Reflections, Annual Assessment Reports, and Academic Program Reviews, the
32 last of which shall include creating Academic Program Review Plans, conducting Academic Program
33 Reviews, creating post-review Program Action Plans, and reporting progress with Program Annual
34 Reflections and Annual Assessment Reports. Such a process shall include the review format,
35 documentation requirements, and approvals as evidenced by signatures by the (1) Department Chair, (2)
36 Dean, and (3) Provost/Provost's Designee.

Section 4. Authority

37 This policy is issued pursuant to authority granted under Minnesota State System Policy 3.36 and Higher
38 Learning Commission Assumed Practices, Policy Number CRRT.C.10.010 A

Section 5. Effective Date

39 This university policy shall become effective upon signature by the president and shall remain in effect
40 until modified or expressly revoked.

Section 6. Responsibility

41 The Provost or Provost's designee is responsible for the implementation of this policy.

Section 7. Review

42 This policy shall be reviewed every five (5) years or as needed.

Section 8. Signature

Issued on: 01/01/2025

Virginia "Ginny" Arthur, JD

President

Revised: 01/13/2017; 01/01/2025

Date and Subject of Amendments: January 2025 eliminated "continuous improvement reports" and introduced "program annual reflections."

Additional History and/or Revision Dates: n/a