

## **Comprehensive Program Review Policy South Georgia State College**

The goal of Comprehensive Program Review (CPR) at South Georgia State College (SGSC) is to document that all academic programs offered at SGSC productively contribute to the mission of the college. SGSC's Comprehensive Program Review will examine the viability, productivity and quality of programs at SGSC through an examination and identification of the strengths and weaknesses of the program, the connectivity of the program to the mission of the college, the outcomes assessment taking place within the program, the cost effectiveness of the program, and the long-term viability of the program. Comprehensive Program Review is a response to the University System of Georgia's (USG) Program Review Task Force Final Report (September 2008). Comprehensive Program Review at SGSC is consistent with the *Board of Regents Policy Manual* (3.6.3 Comprehensive Academic Program Review).

Academic units participating in comprehensive program review will generate a self-study report addressing program productivity, quality, and viability. The internal review will be led by the appropriate academic dean/division chair or the Vice President for Academic Affairs, with support from the faculty who teach within the program. Program self-studies must demonstrate the program's effectiveness in educating its students, must document that the program has adequate resources (faculty, space, etc.) to fulfill its mission, and articulate how the program fulfills specific needs for students and community.

Commonly used CPR data will be produced and distributed by SGSC's Office of Institutional Effectiveness to assist units with the self-study process. Guidelines and formatting information for the self-study reports are published on SGSC's Institutional Effectiveness website for review.

At SGSC, CPR will examine the following programs: General Education, the Associate of Science in Nursing, the Bachelor of Science in Nursing, and the Bachelor of Science in Biological Sciences.

Each program will be evaluated within a seven-year time frame (with the exception of General Education which is reviewed every five years), unless the program is triggered for review by the USG, in which case the schedule may be amended.

### **Self-Studies and Reviews for National Program Accreditation**

Accreditation materials may be used to support the program review process; however, these materials are ***not*** a substitution for the program review process.

### **Program Review Process**

1. The schedule for Program Review is established by the Board of Regents and ensures that all programs are reviewed within a seven-year cycle and that General Education will be reviewed every five years. The schedule is published on South Georgia State College's Institutional Effectiveness website.
2. By April 15 of each year, the Vice President of Academic Affairs will notify units that have programs to be reviewed during the following academic year.
3. Deans/Division Chairs will identify appropriate faculty to help develop the self-study report.
4. During fall semester, each program under review shall complete a self-study report. The

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- Office of Institutional Effectiveness will provide necessary data by August 15.
5. During fall semester, each program under review shall complete a self-study report, which includes an executive summary completed by the Dean. Electronic copies of the self-study must be submitted to the VPAA, Director of Institutional Effectiveness and Research, and the Chair of the Institutional Effectiveness Committee (IEC) by October 15.
  6. The IEC\* (see attached for 2014-2015 and 2015-2016 members) will review the program and submit their final report to the VPAA by March 15.
  7. Reports will be posted to the Institutional Effectiveness website.
  8. The VPAA will add comments as appropriate and distribute copies to affected units by March 31.
  9. If desired, units may prepare a written response to be submitted to the VPAA by the following dates by April 15.
  10. Based on the self-studies, IEC reports, unit responses to the IEC reports, and any other available information, the VPAA (in consultation with affected division chairs and faculty) will make decisions concerning program adjustments and reallocation of resources.
  11. The VPAA will electronically distribute decisions and the rationale upon which they are based to the Chair of the Faculty Assembly for distribution.
  12. Final reports will be posted to the Institutional Effectiveness website.

Any recommendations regarding the program should be linked to the data in the report. The report will be presented to the Vice President for Academic Affairs who will then prepare a plan of action to remediate any weaknesses indicated by the CPR. These recommendations will be reviewed by the President's Cabinet. The academic dean/division head responsible for the program (or Vice President for Academic Affairs in the case of the General Education review) will be charged with implementation of the recommendations and will report progress within three months.

At South Georgia State College, comprehensive program review is a thoughtful and meaningful review of the academic degree programs by its faculty and relies upon analysis of data to improve the quality, viability, and productivity of a program. While each academic program is formally reviewed within a seven-year cycle (with the exception of General Education which is reviewed every five years), programs conduct an annual, ongoing assessment process. The value of the annual assessment process provides an opportunity for a continuous review of SGSC programs and efforts to improve the overall quality, viability, and productivity.

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**\*South Georgia State College Institutional Effectiveness Committee  
2014-2015 and 2015-2016 Members**

|  |                      |
|--|----------------------|
| Director of Institutional Effectiveness and Research | Dani Sutliff (Chair) |
| Director of Planning                                 | Valerie Webster      |
| Associate Director of Assessment                     | Dr. Tony Hendrix     |

**One faculty member from each school/division:**

|   |                   |
|---|-------------------|
| Business and Social Sciences                          | Jeremy Petrella   |
| Humanities  | Hayley Scheeser   |
| Natural Sciences, Mathematics, and Physical Education | Dr. Rosa Guedes   |
| Nursing   | Dr. Angela Jacobs |

**One representative from each of the following:**

|                        |                    |
|------------------------|--------------------|
| External Affairs       | Cathy Hand         |
| Information Technology | Suzie Brown        |
| Admissions/Registrar   | Ame Wilkerson      |
| Student Services       | Amber Wheeler      |
| Student Life           | Sharon Komanecky   |
| Fiscal Affairs         | Diane Owens        |
| Library                | Jacqueline Vickers |