Academic Program Review (APR) Handbook

Graduate & Undergraduate Degrees

2024-2025

SR | SUL ROSS
THE FRONTIER UNIVERSITY of Texas

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Even more info at: https://srinfo.sulross.edu/ie/academic-program-reviews/

Purpose of the APR

The Academic Program Review (APR), first and foremost, is an opportunity for self-study and evaluation of academic programs aimed at reflecting and analyzing the program's quality, productivity, and effectiveness to inform improvement initiatives.

Knowledgeable program faculty conduct the program review with the support from the Office of Institutional Effectiveness. The faculty assigned to conduct the program review is named the Academic Program Coordinator (ideally this is the same person who completes the annual Academic Program Assessment for a department).

The APR follows a ten-year cycle set by The Texas Higher Education Coordinating Board (THECB). The SRSU schedule can be found on page 7 in this handbook.

The purpose of the APR is below:

1. Required for compliance with THECB.

2. Provides evidence of compliance with SACSCOC core requirement 7.1, and comprehensive standards 8.2.

    a. Core Requirement 7.1: The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.

    b. Comprehensive Standard 8.2: The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for each of its educational programs.

3. Suggests opportunities for programmatic improvement.

4. Identifies programmatic innovations worth replicating.

5. Ensures a quality learning experience for students.

6. Supports decision making.

Key Content in the APR

The APR may take most of the year to complete. The schedule for the APR process is on page 6 of this handbook.

Report Writing Process
The process begins with the Academic Program Coordinator gathering data and evidence from other faculty in the program, as well as the Department Chair and Dean. The Office of Institutional Research provides tables of data for the report.

The Office of Institutional Effectiveness will provide graduate and undergraduate Academic Program Coordinators with a template for the APR. Coordinators can expect to write about the program's statement of purpose and alignment with the SRSU Vision, Mission and Strategic Plan, as well as goals, student outcomes, curriculum, and faculty members. The template for the APR is found on page 9 of this report.

Report Review Process
When the Coordinator completes the draft of the APR, it moves into the review process. The Department Chair, the Dean, and the Provost all review the APR and deliver feedback for the Coordinator to work into the report. This process has very tight deadlines that should be adhered to in order to complete the report in a timely manner.

Upon approval by the Provost, the Office of Institutional Effectiveness sends graduate APRs to an External Reviewer for their feedback. This is a requirement from THECB to provide outside support and critique to programs. The External Reviewer will return a detailed report to the Coordinator. More information about the External Reviewer can be found on pages 5, 16, and 17 of this handbook.

The Coordinator must write a response to the External Reviewer's comments. This can be a short narrative, or it can be in the form of bullets responding to comments.

Report Submission Process
The Office of Institutional Effectiveness must submit three documents to the THECB Portal: the Self-Study, the External Reviewer's Report, and the Coordinator's Response. Copies of all these documents will be delivered to the Department Chair, Dean, and Provost. In addition, Institutional Effectiveness will share a summary of findings with the Executive Cabinet.

Review Cycle Ends
Finally, the Coordinator will receive a stipend for completion of the work, and the External Reviewer will also receive a stipend.

Programs should carefully consider the information gleaned from the APR and use the findings to improve and modify practices and content. Programs should continue to keep data for the next APR.

In addition to a tool for improvement for a program or department, the APR will be used in future SACSCOC reports to prove that a program is regularly and comprehensively evaluated.

Differences Between the Graduate and Undergraduate APRs

There are two major differences between the undergraduate and graduate APR:

1. Graduate APRs must be reviewed externally, while undergraduate reviews do not have this requirement from the THECB. The process to secure a reviewer is as follows:

    a. The Academic Program Coordinator must identify a prospective External Reviewer.

    b. If the Academic Program Coordinator needs assistance finding an External Reviewer, the Office of Institutional Effectiveness can assist.

    c. The External Reviewer must be an academic who:

        - holds expertise in the same type of program, and

        - resides (or is affiliated with an institution) outside of the state of Texas.

    d. The Academic Program Coordinator contacts the External Reviewer with an invitation to participate in the review process.

    e. Upon acceptance, the Office of Institutional Effectiveness sends the Evaluation Agreement Letter to the External Reviewer.

    f. The Academic Program Coordinator provides the External Reviewer with the APR by the date on the calendar in Appendix A of this document.

    g. The External Reviewer receives an honorarium of $1000 within 30 days upon APR feedback.

2. THECB Submission is required for Graduate APRs, but not for undergraduate.

    a. Chapter 5, Subchapter C, section 5.52 of THECB rules provides criteria and procedures for the review of existing graduate programs. See the Texas Administrative Code for more information.

    b. THECB has an online system that records and tracks the graduate review schedule of each institution, allows institutions to submit review materials, and gives institutions feedback from Board staff. The Office of Institutional Effectiveness submits APRs to THECB. See the THECB graduate program reviews site for more information.

APPENDIX A: SRSU APR CALENDAR

The following calendar will be used for Graduate and Undergraduate APRs in 2024-2025.

Phase	Due date	Activity
Report Writing Process	September 20	IE Office provides APR orientation and handbook for Undergraduate and Graduate Coordinators
	January 6-20	IR Office launches Alumni Survey
	Fall-Spring	Undergraduate and Graduate Coordinators begin collecting data and soliciting feedback from program faculty to write APR
	February 3	IR Office provides data reports and Alumni Survey results to Undergraduate and Graduate Coordinators to add to APR content
	March 5	Graduate Program Coordinators select External Reviewer and report to IE; IE contracts with Reviewer
Report Review Process	March 14	Undergraduate and Graduate Coordinators send APR draft to Department Chair for review
	March 31	Department Chair delivers feedback to Undergraduate and Graduate Coordinators
	April 15	Undergraduate and Graduate Coordinators send APR draft to Dean
	May 1	Dean delivers feedback to Undergraduate and Graduate Coordinators
	May 15	Undergraduate and Graduate Coordinator makes final edits, submits APR to Provost
	June 2	Provost sends approval to Undergraduate and Graduate Coordinators
	June 5	Undergraduate and Graduate Coordinators submit APR to IE
	June 16	IE provides Graduate APR to the External Reviewer for feedback
	July 1	IE receives feedback from External Reviewer and sends to Graduate Program Coordinators to write a response to comments
Report Submission Process *(Graduate APRs only)*	August 1	Graduate Program Coordinators deliver completed APR documents to IE: 1. Self-study 2. External Reviewer's report 3. Response to External Reviewer's comments
	August 29	IE submits Graduate Program APR to THECB
Review Cycle Ends	August 29	Each Undergraduate and Graduate Coordinator (1 per program) receives a $1,000 stipend in SRSU paycheck upon completion Each External Reviewer (1 per program) receives a $1,000 stipend upon completion
	September 10	IE presents summary of findings to the Executive Cabinet

APPENDIX B: THECB APR 10-Year Cycle

Review Year	Program CIP	Graduate Program Name	Undergraduate Program Name
2024 - 2025	13100101	Educational Diagnostician	
2024 - 2025	43010400	Criminal Justice	Criminal Justice
2024 - 2025	11010100		Computer Science
2024 - 2025	27010100		Mathematics
2025 - 2026	13110100	Counselor Education	
2025 - 2026	40050100		Chemistry
2025 - 2026	50090100		Music
2025 - 2026	15061200		Industrial Technology
2026 - 2027	16090500		Spanish
2026 - 2027	23130400		Communication
2026 - 2027	13010100	Education, General	
2026 - 2027	13040100	Educational Leadership	
2026 - 2027	52021300		Organizational Leadership
2027 - 2028	13050100	Educational/Instructional Technology	
2027 - 2028	31050500	Health & Human Performance	Kinesiology & Human Performance
2027 - 2028	45100100		Political Science
2028 - 2029	42010100		Psychology
2028 - 2029	43030100	Homeland Security	Homeland Security
2028 - 2029	50070100	Art	Art
2029 - 2030	23010100	English	English
2029 - 2030	26010100	Biology	Biology
2029 - 2030	40060100	Geology	Geology
2030 - 2031	03060100	Range & Wildlife Management	
2030 - 2031	03060100	Natural Resource Conservation	
2030 - 2031	03020100		Natural Resource Management
2030 - 2031	24010200		General Studies
2031 - 2032	44040100	Public Administration	
2031 - 2032	45100100	Political Science	
2031 - 2032	54010100	History	History
2031 - 2032	51380100		Nursing
2031 - 2032	31050400	Sports Administration	
2031 - 2032	01000000		Agriculture
2032 - 2033	24010100	Liberal Arts	

2032 - 2033	52020100	Business Administration	Business Administration
2032 - 2033	24010100		Theatre
2032 - 2033	45010100		Social Science
2032 - 2033	01010200		Agriculture & Industry
2033 - 2034	01090100	Animal Science	Animal Science
2033 - 2034	13120600		Education
2033 - 2034	43040600	Forensic Science	
2033 - 2034	45020100	Anthropology	

APPENDIX C: APR TEMPLATE

Required sections and the information that should be included are outlined below.

COVER PAGE
Should include the following:

Academic Program Review
Self-Study Report: 2024-2025

Degree:
Program (CIP):
Department:

Sul Ross State University

Author and Review Committee Members:
Name, Title
Name, Title
Name, Title

Date:

TABLE OF CONTENTS
Should include the following:

Add all sections below with page numbers to aid the reader:
Introduction
Academic Unit
Program Curriculum
Students and Graduates
Faculty
Resources and Administration
Conclusion and Recommendations
Appendices

INTRODUCTION
This section should include the following information:

Overview of the purpose of the report to introduce the reader.

SECTION ONE: ACADEMIC UNIT DESCRIPTION & STRATEGIC PLAN
This section should include the following information:

Statement of Purpose

- Consider the SOP from the Annual Academic Assessment Reports…does it address the features above? If not consider revising your SOP.

Indicate how your program supports the SRSU Vision.

Indicate how your program supports the SRSU Mission.

Indicate how your program supports the Strategic Plan.

Describe the program goals.

Need for Program
- State why the program is needed and/or benefits to students and the university and the market area.

SECTION TWO: ACADEMIC PROGRAM CURRICULUM
This section should include the following information:

Degree Plan
- Discuss general plan.
- Add degree plan in appendix…find these in Degree Works.

Course Offerings
- Discuss the breadth and balance of offerings.
- Also include if the program requires or has an optional Capstone Project and the Rubric for Evaluation of the Capstone.
- Course Offerings and Enrollment table below provided by Institutional Research.

Table 1. Course Offerings and Enrollment

Semester	Course Number	Course Name	Enrollment

Course Syllabi
- Discuss syllabi development and peer reviews if applicable.
- Syllabi can be added in an Appendix. May also include URLs.
- Show the most recent syllabi per course. If multiple sections exist, choose only one.

Student Learning Outcomes
- Include all SLOs listed on the Academic Assessment reports.
- You may expand or elaborate beyond what is included on the Academic Assessment.

Curriculum Mapping
- Use the program mapping from the Nuventive Improve System.

Marketable Skills
- Identify the marketable skills students develop as a result of completing the program.

Annual Academic Assessment
- Include the past three years of Academic Assessment reports.

Program Enhancements
- Include information on Independent Study, Internships, Study Abroad opportunities and Student Organizations.
- Also include support programs such as McNair and Honor Societies.

Comparison to Peer Programs
- Include a narrative to explain the comparisons.
- Program Comparisons table below provided by Institutional Research.

Table 2. Program Comparisons

Institution	Name of Major and Degree	Number of Hours Required	Comprehensive Exam Required

SECTION THREE: FACULTY PRODUCTIVITY
This section should include the following information:

Number of Faculty
- Narrative about departmental faculty.
- Data table from department.

Table 3. Fall 2024 Department Faculty Members

Name	Highest Degree	Rank

Faculty Responsibilities
- Narrative about departmental faculty responsibilities.

Faculty Qualifications
- Narrative about departmental faculty qualifications.

- May include summary of faculty qualifications in a table.
- CVs included in Appendix…find these in SRInfo.

Teaching Loads
- Narrative about departmental faculty teaching loads.
- Average Faculty Teaching Load Data Table provided by Institutional Research.

Table 4. Average Faculty Teaching Load by Year

Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	AVG.

Student to Faculty Ratio
- Narrative about ratio.
- Student to Faculty Ratio Data Table provided by Institutional Research.

Table 5. Student to Faculty Ratio

Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	AVG.

External Grants
- Discuss grants obtained in the past ten years by faculty within the department, if applicable.

Scholarly and Artistic Endeavors
- In a narrative or table, include information on Books and Book Chapters, Refereed Journal Articles, Book Reviews, Research Reports and other professional publications.

Professional Growth and Development
- Include conference/seminar participation as presenter or attendees.

Non-Teaching Activities
- Include memberships and roles in professional organizations, participation in popular media (radio, newspapers, magazines) and professional service.

SECTION FOUR: STUDENTS AND GRADUATES
This section should include the following information:

Enrollment and Student Demographics
- Narrative of students by classification.
- Program Majors and Undergraduates Data Table provided by Institutional Research.

Table 6. Majors and SRSU Undergraduates by Classification.

Class	AY 16	AY 17	AY 18	AY 19	AY 20	AY 21	AY 22	AY 23	AY 24	AY 25
Freshman										
Sophomore										
Junior										
Senior										
TOTAL										

- Narrative of students by ethnicity, gender and age.
- Student Demographics Data Table provided by Institutional Research.

Table 7. Student Demographics

Academic Year	Hispanic (%)	Female (%)	Median Age
2025			
2024			
2023			
2022			
2021			
2020			
2019			
2018			
2017			
2016			
AVERAGE			

Degrees Conferred and Time to Degree
- Narrative of degrees conferred and time to degree.
- Number of Degrees and Time to Degree Data Table provided by Institutional Research.

Table 8. Number of Degrees and Time to Degree

Academic Year	Number of Degrees Conferred Annually	Average Time to Degree
2025		
2024		
2023		
2022		
2021		
2020		
2019		
2018		
2017		
2016		
Total/Average		

Annual Retention and Graduation Rates
- Narrative of retention and graduation rates.

- Enrollment, Retention, Graduation Rates Data Table provided by Institutional Research.

Table 9. Enrollment, Retention, and Graduation Rates

Academic Year	Number of Students	Retention Rate	Graduation Rate (6 year)
2025			
2024			
2023			
2022			
2021			
2020			
2019			
2018			
2017			
2016			
AVERAGE			

Graduate Placement
- Alumni Survey results provided by Institutional Research.
- Discuss survey administration and results.

SECTION FIVE: RESOURCES AND ADMINISTATION
This section should include the following information:

Program Support
- Discuss student support (library, other services).

Program Facilities and Equipment
- Discuss classrooms, labs, computers, etc.

Program Finances and Resources
- Discuss the Department's Budget, M&O, and other resources available.

Program Administration
- Discuss the organizational structure of the program.

Unit Staff
- List all staff members of the department/program (include administrative assistants, academic advisors, graduate and student assistants, etc.).

SECTION SIX: REPORT CONCLUSION AND RECOMMENDATIONS
This section should include the following information:

Summarize the report and include recommendations for improvement.
- Program strengths
- Program weaknesses

- Program goals for the next seven years
- Program needs

APPENDICES

Include as many as needed.

APPENDIX C: External Evaluation Agreement Letter

(only for Graduate APR; sent from the Institutional Effectiveness Office)

[date]

Dear [External Reviewer]:

Thank you for agreeing to evaluate our [Program Name]. In addition to fulfilling accreditation requirements
and mandates from the Texas Higher Education Coordinating Board (THECB), we do recognize that your evaluation of our program is valuable to our faculty in improving our degree. This is an opportunity for us
to put into perspective the strengths and weaknesses of our graduate program.

Upon completion we are able to offer you compensation for your evaluation of our program:
Stipend: $1,000.00

The evaluation will be done remotely. All materials will be delivered electronically. Your contact person is:

April Aultman Becker
Associate Vice President for Institutional Effectiveness
april.becker@sulross.edu
P.O. Box 77, Alpine, TX 79832
432-837-8121

In addition, it is expressly understood that you will serve as an independent contractor and not as a representative or agent of Sul Ross State University. If you agree to these terms, please sign in the
appropriate area below and return the signed letter to the address or email above.

Again, thank you for your willingness to provide this service to Sul Ross State University.

Sincerely,

April Aultman Becker
Associate Vice President for Institutional Effectiveness
april.becker@sulross.edu
P.O. Box 77, Alpine, TX 79832

CC: [Program Coordinator]

Acceptance of Terms of Appointment
I accept the terms of appointment as the evaluator of graduate program in [program name] at Sul Ross State University as described above.

Signature   Date

APPENDIX D: External Review Form

(only for Graduate APR; Institutional Effectiveness Office will send to External Reviewer)

Graduate Program External Review Form

Institution: _____

Department: _____

Academic Program: _____

External Reviewer Name: _____

External Reviewer Title: _____

External Reviewer Institutional Affiliation: _____

Directions:

Please write a summary of each section of the report and rate each section as excellent, very good, appropriate, needs improvement, or NA. In your summary, please expound on any items identified as excellent or needing improvement. Provide recommendations for improvement at the end of each section.

Sections:

1. Academic Unit Description and Strategic Plan

2. Program Curriculum

3. Faculty Productivity

4. Students and Graduates

5. Resources and Administration

6. Report Conclusions and Recommendations

Please include at the end:

7. External Reviewer's Conclusion and Recommendations

8. External Reviewer's Curriculum Vitae