

Academic Program Review (APR) Guide

Graduate & Undergraduate Degrees

2023-2024

More info at: <https://srinfo.sulross.edu/ie/academic-program-reviews/>

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**Purpose of the Academic Program Review (APR)**

The Academic Program Review (APR) 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 APR follows a ten-year cycle set by The Texas Higher Education Coordinating Board (THECB). 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 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.
	1. CR 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.
	2. CS 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 (i.e., budget process).

**KEY CONTENT IN THE APR**

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:

1. Program statement of purpose to ensure alignment with the SRSU Vision, Mission and Strategic Plan.
2. Program goals and learning outcomes (see Academic Assessment Reports in Nuventive).
3. Effectiveness of the student learning outcomes.
4. Student demographics and program comparisons (provided by IR).
5. Current curriculum and plans for curricular change if appropriate. This includes completion of a Curriculum Map (see mapping in Nuventive).
6. Course offerings, including distance education offerings.
7. Program offerings for high impact experiences for students (e.g., capstone courses, opportunities for research, internships, travel, performance, and others).
8. Program strategies for attracting and maintaining student interest in the discipline and retaining them at SRSU.
9. Marketable skills for the program (see skills in Nuventive).
10. The available faculty resources and appraisal process for full-time and part-time faculty.
11. Department Alumni Survey, if available (IR will provide the survey and results).
12. Concluding statements:
	1. Program strengths
	2. Program weaknesses
	3. Program goals for the next seven years
	4. Program needs

**DIFFERENCES WITH THE GRADUATE APR**

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

**External Reviewers**

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:

1. The Academic Program Coordinator must identify a prospective External Reviewer.
	1. If the Academic Program Coordinator needs assistance finding an External Reviewer, the Office of Institutional Effectiveness can assist.
	2. The External Reviewer must be an academic who:
		1. holds expertise in the same type of program, and
		2. resides (or is affiliated with an institution) outside of the state of Texas.
2. The Academic Program Coordinator contacts the External Reviewer with an invitation to participate in the review process.
3. Upon acceptance, the Office of Institutional Effectiveness sends the Evaluation Agreement Letter to the External Reviewer.
4. The Academic Program Coordinator provides the External Reviewer with the APR by the date on the calendar in Appendix A of this document.
5. The External Reviewer receives an honorarium of $1000 within 30 days upon APR feedback.

**THECB Submission**

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](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=5&rl=52) for more information.

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](https://www.highered.texas.gov/our-work/supporting-our-institutions/academic-program-resources/graduate-program-reviews/) for more information.

# **APPENDIX A: APR CALENDAR**

The following calendar will be used for Graduate and Undergraduate APRs in FY24.

|  |  |  |
| --- | --- | --- |
| **Phase** | **Due date** | **Activity** |
| **Report Writing Process** | **November 20** | IE Office provides APR orientation and handbook for undergraduate and graduate Coordinators  |
| **Fall-Spring** | Coordinators begin collecting data, soliciting feedback from program faculty to write APR |
| **March 1** | IR Office provides APR data reports to Coordinators |
| **March 31** | Graduate Program Coordinators select External Reviewer *(graduate APR only)* |
| **Report Review Process** | **April 15** | Coordinators sends APR draft to Department Chair for review |
| **April 30** | Department Chair delivers feedback to Coordinators |
| **May 15** | Coordinators send APR draft to Dean |
| **May 30** | Dean delivers feedback to Coordinators |
| **June 16** | Coordinator makes final edits, submits APR to Provost |
| **July 1** | Provost sends approval to Coordinators  |
| **Report Submission Process** | **July 5** | Graduate Program Coordinators provide APR to the External Reviewer *(graduate APR only)* |
| **July 30** | Graduate Program Coordinators receive feedback from External Reviewer and writes a response to comments *(graduate APR only)* |
| **August 15** | Coordinators deliver APR documents to IE:1. Self-study
2. External Reviewer’s report
3. Response to External Reviewer’s comments
 |
| **August 31** | IE submits APR to THECB |
| **Review Cycle Ends** | **August 31** | Each Coordinator (1 per program) receives a $1,000 stipend in SRSU paycheck upon completion |
| **August 31** | Each External Reviewer (1 per program) receives a $1,000 stipend upon completion *(graduate APR only)* |
| **September** | IE presents summary of findings to the Executive Cabinet |

# **APPENDIX B: THECB 10-YEAR APR CYCLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **College** | **CIP Code** | **Graduate Program Name** | **Undergraduate Program Name** |
| 2019 - 2020 | LASS | 23010100 | MA English | BA English |
| ALPS | 26010100 | MS Biology | BS Biology |
| ALPS | 40060100 | MS Geology | BS Geology |
| 2020 - 2021 | ALPS | 03060100 | MS Range & Wildlife Management |  |
| ALPS | 03060100 | MS Natural Resource Conservation |  |
| ALPS |  |  | BS Natural Resource Management |
| LASS |  |  | BA General Studies |
| 2021 - 2022 | LASS | 44040100 | MPA Public Administration |  |
| LASS | 45100100 | MA Political Science |  |
| LASS | 54010100 | MA History | BA History |
| 2022 - 2023 | LASS | 24010100 | MA Liberal Arts |  |
| EPS | 52020100 | MBA Business Administration | BBA Business Administration |
| LASS |  |  | BFA Theatre |
| LASS |  |  | BA Social Science |
| **2023 - 2024** | **ALPS** | **01090100** | **MS Animal Science** | **BS Animal Science** |
| **EPS** |  |  | **BS Education** |
| 2024 - 2025 | EPS | 13100101 | MS Educational Diagnostician |  |
| EPS | 43010400 | MS Criminal Justice | BS Criminal Justice |
| ALPS |  |  | BS Computer Science |
| ALPS |  |  | BS Mathematics |
| 2025 - 2026 | EPS | 13110100 | MS Counselor Education |  |
| ALPS |  |  | BS Chemistry |
| LASS |  |  | BM Music |
| ALPS |  |  | BS Industrial Technology |
| 2026 - 2027 | LASS |  |  | BA Spanish |
| LASS |  |  | BA Communication |
| EPS | 13010100 | MS Education, General |  |
| EPS | 13040100 | MS Educational Leadership |  |
| EPS | 13131500 | MS Reading Specialist |  |
| EPS |  |  | BAS Child Development  |
| EPS |  |  | BAS Organizational Leadership |
| 2027 - 2028 | EPS | 13050100 | MS Educational/Instructional Technology |  |
| EPS | 31050500 | MS Health & Huan Performance | BS Kinesiology and Sports Science |
| LASS |  |  | BA Political Science |
| 2028 - 2029 | LASS | 42010100 | MA Psychology | BA Psychology |
| EPS | 43030100 | MS Homeland Security | BS Homeland Security |
| LASS | 50070100 | MFA Art | BFA Art |

# **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:

1. 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: GRADUATE PROGRAM EXTERNAL REVIEW FORM**

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

**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

2. Program Curriculum

3. Students and Graduates

4. Faculty

5. Resources

6. Self Reviewer’s Conclusions and Recommendations

**Please include at the end:**

7. External Reviewer’s Conclusion and Recommendations

8. External Reviewer’s Curriculum Vitae

# **APPENDIX E: APR TEMPLATE**

Cover Page and required sections are outlined below:

**Academic Program Review**

**Self-Study Report: 2023-2024**

**Degree:**

**Program (CIP):**

**Department:**

**Sul Ross State University**

**Review Committee Members:**

Name, Title

Name, Title

Name, Title

**Date:**

**TABLE OF CONTENTS**

* Add all sections below with page numbers to aid the reader.

**INTRODUCTION**

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

**ACADEMIC UNIT**

**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.

**PROGRAM CURRICULUM**

**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.
* Table below will include the last complete academic years.

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 from the Nuventive Improve System.

**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 provided by Institutional Research.

Table 2. Program Comparisons

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

**STUDENTS AND GRADUATES**

**Enrollment and Student Demographics**

* Narrative of students by classification.
* Data Table provided by Institutional Research

Table 3. Majors and SRSU Undergraduates by Classification.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | AY 2015 | AY2016 | AY 2017 | AY 2018 | AY 2019 | AY 2020 | AY 2021 | AY 2022 | AY 2023 | AY 2024 |
| Freshman |  |  |  |  |  |  |  |  |  |  |
| Sophomore |  |  |  |  |  |  |  |  |  |  |
| Junior |  |  |  |  |  |  |  |  |  |  |
| Senior |  |  |  |  |  |  |  |  |  |  |
| TOTAL |  |

* Narrative of students by ethnicity, gender and age.
* Data Table provided by Institutional Research.

Table 4. Student Demographics

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Year | Hispanic (%) | Female (%) | Median Age |
| 2024 |  |  |  |
| 2023 |  |  |  |
| 2022 |  |  |  |
| 2021 |  |  |  |
| 2020 |  |  |  |
| 2019 |  |  |  |
| 2018 |  |  |  |
| 2017 |  |  |  |
| 2016 |  |  |  |
| 2015 |  |  |  |
| AVERAGE |  |

**Degrees Conferred and Time to Degree**

* Narrative of degrees conferred and time to degree.
* Data Table provided by Institutional Research.

Table 5. Number of Degrees and Time to Degree

|  |  |  |
| --- | --- | --- |
| Academic Year | Number of Degrees Conferred Annually | Average Time to Degree |
| AY 2024 |  |  |
| AY 2023 |  |  |
| AY 2022 |  |  |
| AY 2021 |  |  |
| AY 2020 |  |  |
| AY 2019 |  |  |
| AY 2018 |  |  |
| AY 2017 |  |  |
| AY 2016 |  |  |
| AY 2015 |  |  |
| Total/Average |  |

**Annual Retention and Graduation Rates**

* Narrative of retention and graduation rates.
* Data Table provided by Institutional Research.

Table 6. Enrollment, Retention, and Graduation Rates

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Year | Number of Students | Retention Rate | Graduation Rate (6 year) |
| AY 2024 |  |  |  |
| AY 2023 |  |  |  |
| AY 2022 |  |  |  |
| AY 2021 |  |  |  |
| AY 2020 |  |  |  |
| AY 2019 |  |  |  |
| AY 2018 |  |  |  |
| AY 2017 |  |  |  |
| AY 2016 |  |  |  |
| AY 2015 |  |  |  |
| AVERAGE |  |

**Graduate Placement**

* Discuss survey administration and results.
* Alumni Survey results provided by Institutional Research.

**FACULTY**

**Number of Faculty**

* Narrative about departmental faculty.
* Data table from department (Institutional Research may be able to assist).

Table 7. Fall 2023 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.
* Data Table provided by Institutional Research.

Table 8. Average Faculty Teaching Load by Year

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fall 2015 | Fall 2016 | Fall 2017 | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 | Fall 2022 | Fall 2023 | AVG. |
|  |  |  |  |  |  |  |  |  |  |

**Student to Faculty Ratio**

* Narrative about ratio.
* Data Table provided by Institutional Research.

Table 9. Student to Faculty Ratio

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fall 2015 | Fall 2016 | Fall 2017 | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 | Fall 2022 | Fall 2023 | AVG. |
|  |  |  |  |  |  |  |  |  |  |

**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.

**RESOURCES AND ADMINISTATION**

**Program Facilities and Equipment**

* Discuss classrooms, labs, computers, library resources, 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.).

**CONCLUSION AND RECOMMENDATIONS**

* Summarize the report and include recommendations for improvement.

**APPENDICES**