

FLORIDA BOARD OF GOVERNORS

NOTICE OF PROPOSED REGULATION AMENDMENT

DATE: November 13, 2014

REGULATION NUMBER AND TITLE: 8.015, Academic Program Review

SUMMARY:

The regulation is being amended in the following way:

- Language relating to the imposed seven-year academic program review cycle is revised to incorporate an institution-driven review cycle that still ensures the regular review of academic programs.
- Language is revised to reflect that university academic program review policies need to be placed into the Board of Governors Academic Program Review Database.

FULL TEXT OF THE REGULATION IS INCLUDED WITH THIS NOTICE.

AUTHORITY TO PROPOSE REGULATION(S): Section 7(d), Art. IX, Fla. Const.; BOG Regulation Development Procedure dated March 23, 2006.

THE BOARD OF GOVERNORS' OFFICIAL INITIATING THE PROPOSED REGULATION:  
Richard P. Stevens, Director, Academic and Student Affairs

COMMENTS REGARDING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation on which you are commenting:

General Counsel, Board of Governors, State University System, 325 W. Gaines Street, Suite 1614, Tallahassee, Florida 32399, (850) 245-0466 (phone),

(850) 245-9685 (fax), or [generalcounsel@flbog.edu](mailto:generalcounsel@flbog.edu).

### 8.015 Academic Program Review 2007-2014.

#### (1) Statement of Intent

(a) Academic program review has a lengthy history in the State University System of Florida, as efforts have been made to periodically analyze how degree programs provide students with high quality education and preparation for success in our global economy. Well-aligned with regional and discipline-specific accreditation expectations, program review processes in the State University System must emphasize the assessment of student learning outcomes and continuous program improvement.

(b) The Board of Governors (BOG) requires the periodic review of all academic degree programs in State universities at least once every seven years from the date of the preceding review or from the implementation date of new academic programs.

Program reviews must document how individual academic programs are achieving stated student learning and program objectives within the context of the university's mission, as illustrated in the academic learning compacts for baccalaureate programs. The results of the program reviews are expected to inform strategic planning, program development, and budgeting decisions at the university level and, when appropriate, at the state level.

(c) The Board of Governors supports the ongoing devolution of authority, campus-level decision making, and institutional accountability under the constitutional framework established by Floridians for their system of public universities. The Board also expects university and BOG personnel to ensure that program review processes and summary reports are of high quality and that they comply with the expectations outlined in Board of Governors and university regulations.

#### (2) Program Review Schedule

(a) Each university must establish and maintain a schedule for submission of program review summary reports for every degree program.

(b) Each university will ensure that each academic program is reviewed at least once every seven years from the preceding review for established programs. For new programs, a review must take place within seven years of the implementation date.

~~(b)~~(c) The Office of Academic and Student Affairs shall review each university's program review schedule to ensure that all programs receive sufficient review, with appropriate input from external experts, within each program's review schedule seven-year cycle. In exceptional circumstances, institutions may request to be negotiated a delay for sound business reasons (e.g., to align a review with a specialized accreditation cycle; to align reviews within like fields).

#### (3) Program Review Policies and Procedures

(a) Each university must establish and publish clearly defined policies and procedures for reviewing academic degree programs ~~during the 2007-2014 cycle~~ and for ensuring continuous program improvement.

(b) University policies and procedures must ensure that the program review and continuous improvement processes include the following components:

1. The review of the mission(s) and purpose(s) of the program within the context of the university mission and the Board of Governors' Strategic Plan;
2. The establishment of teaching, research, service, and other program goals and objectives, including expected outcomes, particularly in the area of student learning;
3. An assessment of:
  - a. how well program goals/objectives are being met;
  - b. how well students are achieving expected learning outcomes;
  - c. how the results of these assessments are used for continuous program improvement; and
  - d. the sufficiency of resources and support services to achieve the program goals/objectives.
4. For baccalaureate programs, a review of lower level prerequisite courses to ensure that the program is in compliance with State-approved common prerequisites and (if appropriate) a review of the limited access status of the program to determine if such status is still warranted.

(c) The Office of Academic and Student Affairs shall review all university program review policies and procedures.

~~(d) Each university must electronically submit its program review policies and procedures for the 2007-2014 program review cycle to the Office of Academic and Student Affairs by April 1, 2007. Thereafter, revisions and updates to university procedures must be submitted to the Office for review by December 15 of each year of the cycle.~~

(d) Each university must submit a current electronic version of its program review policies and procedures to be included in the Board of Governors Academic Program Review Database. Revisions and updates to university procedures must be submitted to the Office of Academic and Student Affairs for review by December 15<sup>th</sup> of each year.

(4) Program Review Summary Reports

(a) A program review summary report must be completed for every program review ~~that is conducted during the 2007-2014 cycle. Each summary report and~~ must include the following components:

1. The CIP/degree combinations for the program that is reviewed.
2. An electronic copy of the current Academic Learning Compact for each reviewed baccalaureate program.
3. An indicator identifying whether or not the program review was conducted in conjunction with any external reviews (e.g., accreditation reviews).
4. The date of the last review of this program.
5. A brief description of major changes made since the previous program review.
6. A summary of the current strengths of the program.
7. A summary of the current weaknesses of the program.
8. A summary of the recommendations and/or proposed action plans made as a

result of the review.

9. An official signature of the university provost that will verify that the program review included all of the processes outlined in this BOG regulation and was conducted according to approved university policies and procedures.

(b) A copy of all full program review reports must be maintained at a campus location specified by the university provost.

(5) Program Review Summary Report Submission

Each university must provide its schedule for ~~submission of 2007-2014~~ program review summary reports in a prescribed electronic format to the Office of Academic and Student Affairs by April 1, 2015 ~~by April 1, 2007~~. Thereafter, revisions and updates to the university's schedule should be submitted to the Office for approval by December 15 of each year of the cycle.

(a) ~~For each program review conducted during the 2007-2014 cycle, a~~ A program review summary report must be electronically submitted to the Office of Academic and Student Affairs during the year in which the summary report is scheduled for submission.

(b) The Board of Governors home Website page will have a link to a secure Academic Program Review Web page that will contain a standardized Summary Report template. This form will be accessible by university program review administrators and will allow each university's program review summary reports to be submitted online to the BOG office, according to the timeline expressed in the university's schedule for the submission of program review summary reports and in this Board of Governors regulation. The template will contain the components of the summary report listed in (4)(a).

(c) The Academic Program Review Website and all submitted university program review summary reports will be maintained by the Office of Academic and Student Affairs.

(d) The program review summary reports will be utilized by the Office of Academic and Student Affairs to gain knowledge of specific discipline or system-wide issues and to review topics or issues that cross over programs within a university or that cross over universities within the State University System.

Authority: Section 7(d), Art. IX, Fla. Const., 1001.705(1)(b)8, F.S.; History: New 3-29-07