

## Undergraduate Program Reviews

Responsible Party	Action	Deadline
Assistant Vice-Provost of Institutional Effectiveness, Planning, and Research (IEPR)	<ul style="list-style-type: none"> <li>Transfer \$300 from IEPR budget to the operating budget of each department participating in a program review.</li> <li>The reviewer payment is \$1500 for evaluating the program and will be reimbursed for the cost of an airline ticket up to \$500.</li> <li>Departments can add additional money towards the reviewer's payment.</li> <li>If the reviewer drives a personal vehicle, MTSU will pay \$0.655 per mile to and from the destination up to the amount of an airline ticket.</li> <li>IEPR will make Hotel reservations and pay for a 2-night stay.</li> </ul>	<b>September 15</b>
Program Review Committee (Department Chair and Faculty)	<ul style="list-style-type: none"> <li>Select a reviewer. The College Dean, Department Chair and departmental faculty should be involved in the selection process. The <i>Criteria for Selecting External Reviewers</i> is on IEPR' web site: <a href="https://www.mtsu.edu/iepr/reviews.php">https://www.mtsu.edu/iepr/reviews.php</a></li> </ul>	<b>October 15</b>
College Dean	<ul style="list-style-type: none"> <li><u>Formally approves</u> the reviewer selected by the Program Review Committee and Department Chair.</li> </ul>	<b>October 18</b>
Department Chair	<ul style="list-style-type: none"> <li>Email the approved Reviewer's Curriculum Vita <b>and</b> the signed approval form to Lisa Bass, Director of Institutional Effectiveness for review.</li> </ul>	<b>October 20</b>
Director of IE Institutional Effectiveness	<ul style="list-style-type: none"> <li>Forward the approval form to the Associate Provost for the final approval.</li> </ul>	<b>October 23</b>
Mary Hoffschwelle, Associate Provost	<ul style="list-style-type: none"> <li>Final Approval of External Reviewer</li> </ul>	<b>October 25</b>
Director of IE Institutional Effectiveness	<ul style="list-style-type: none"> <li>Notify Department Chair of final Reviewer approval.</li> </ul>	<b>October 27</b>
Department Chair	<ul style="list-style-type: none"> <li>Confirm dates with Reviewer for campus visit. Notify IEPR of the agreed upon date(s) and dates for lodging for the review. <b>Available review dates are February 19 – April 8, 2024.</b> NOTE: The Department is responsible for preparing the itinerary for the onsite visit.</li> </ul>	<b>Oct. 15-Dec. 15</b>
Lisa Bass, Director of IE Institutional Effectiveness	<ul style="list-style-type: none"> <li>Prepare and send Professional Service Agreements to External Reviewers</li> </ul>	<b>October - December</b>

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Department Chair and Program Review Committee	<ul style="list-style-type: none"> <li>• Prepare a <b>self-study of the program</b>. The self-study should address the program's role and purpose and (1) Learning Outcomes, (2) Curriculum, (3) Student Experience, (4) Faculty (Full-time and Part-time), (5) Learning Resources, and (6) Support. These items are included on the <i>Program Review Rubric for Baccalaureate Programs</i>. The self-study should provide the reviewer enough information on these topics to properly complete the evaluation rubric.</li> <li>• Use <a href="#">PowerBI Dashboards</a> for data needed to include in the self-study, such as enrollment, degrees awarded, retention rates, and SCH production.</li> </ul>	<p><b>December 15</b></p> <p><b>October-November</b></p>
Rachel Kirk, Library Collection Development and Manager Professor	<p>Provide data to the department chair regarding the library holdings and services. The library report will include the following:</p> <ul style="list-style-type: none"> <li>• Number of titles/volumes for subject area</li> <li>• Number of journal titles (print ordered for that area)</li> <li>• Expenditures for book and periodicals</li> <li>• List of standing orders/continuations</li> <li>• List of journals (print) and available on-line full-text journals</li> <li>• Micro text collections related to the subject area</li> <li>• Interlibrary loan services, including Athena project</li> <li>• Information about library instruction classes</li> <li>• Comparative information to other library collections at institutions of similar size</li> </ul>	<b>November 30</b>

Department Chair	<p>Submit the self-study to the Director of IE for initial review. A Signature Sheet for UG Self-Study Reports should be attached to the front of the self-study report certifying that the report has been reviewed and approved by the Department Chair and the College Dean. (Print approval sheet from website: <a href="https://www.mtsu.edu/iepr/docs/uprsign7.pdf">https://www.mtsu.edu/iepr/docs/uprsign7.pdf</a>)</p>	December 4
Provost's Office	Notify IR Director and Dept. Chair of approval of self-study.	Dec. 5 – Dec. 19
<i>Department Chair</i>	Send the self-study report to the external reviewer <u>after</u> approval from Provost's Office. A copy of the final version of the self-study should be forwarded to IEPR ( <b>electronic version</b> ) if changes are made.	At least four weeks before the site visit
Department Chair	Provide itinerary for Reviewer's visit to Director of Institutional Effectiveness	At least four weeks before the site visit

Department Chair	If modifications are required, send the self-study report to the external reviewer <u>after</u> the Associate Provost has approved it. A copy of the final version of the self-study should be forwarded to IEPR ( <b>electronic version</b> ).	At least three weeks before the site visit
External Reviewer	Send the narrative report and completed checklist <b>directly to the Assistant Vice Provost of IEPR.</b>	4 weeks after on-site visit
Assistant Vice Provost of IEPR	Forward copies of the reviewer's report and rubric to the Department Chair, Dean, and Vice Provost.	1 week after receipt of narrative report and program review rubric.
Department Chair	Review the report, complete the <i>Undergraduate Program Review: Departmental Response</i> form at <a href="http://www.mtsu.edu/iepr/docs/Response_ug.pdf">http://www.mtsu.edu/iepr/docs/Response_ug.pdf</a> and submit the <i>Departmental Response</i> form to IEPR by the deadline date specified in the cover memo.	1-2 weeks after receiving departmental results from IEPR
Meetings scheduled by IEPR	The Dean and Department Chair will meet with the Vice Provost and Assistant Vice Provost of IEPR to discuss the external reviewer's report and the department's response. The Dean and Department Chair may invite other faculty members to the meetings as desired and appropriate.	1-2 weeks after departmental response is submitted.
Department Chair	Submit 2-Year Progress Report to Vice-Provost, College Dean, and IEPR Assistant Vice Provost. The report is to include a progress report on the action items included in the Undergraduate Program Review: Departmental Response form.	

4/7/23