

## **Program Review Committee**

### **Annual Report**

**5/30/2018**

#### **Fall 2017 Meetings and Actions**

In early fall 2017, the committee chair, Cyndy Robertson, announced her retirement. Dr. Michael Camille, then Associate Vice President for Academic Affairs, assumed leadership of the group and determined what actions should be discussed and acted on by the members.

Spring 2017 marked the end of the first complete cycle of program reviews and evaluations, and the need for a mechanism by which programs and their faculty could document plans for improvement and progress between review years became evident. Dr. Camille brought forth a draft document, which was discussed at length in the November 29th meeting. Those discussions led to the finalized Program Improvement Plan document which is designed to align with the institutional Strategic Plan, to reflect the committee evaluation of the review document, and to align with the evaluation rubric used by the committee.

Dr. Camille and Dr. Eric Pani, Vice President for Academic Affairs, provided the Program Improvement Plan form (PIP) and instructions to the deans to distribute to academic administrators in their colleges. The program and school directors, with input from and with final approval of the deans, were tasked with submitted completed and signed PIPs in early spring.

#### **Spring 2018 Meetings and Actions**

Spring 2018 brought a second change in committee leadership for the year with Dr. Camille's departure to the Executive Vice Presidential division; Allison Thompson, ULM's director of Assessment and Evaluation was asked to chair the committee based on her experience with continuous improvement processes and her objectivity as a staff member holding faculty rank outside of the academic colleges.

During the March Committee meeting, discussions on any needed improvements to the process and logistics of the next full cycle of reviews occurred. Based on member's suggestion that they would prefer to be able to devote more time to the review evaluation task, the suggestion was put forth to adjust the cycle from 4 years to 5 years. This would also allow for adding new programs into the schedule without overloading the members' workload. Once the chair determined that no state or accreditation requirements mandate a 4 year cycle and that 5 year cycles are commonplace across higher education institutions, the committee voted to officially adjust the cycle length at the May meeting. The chair presented the proposed 5 year schedule to the VPAA who distributed to the deans for comment or requests for adjustments. The finalized schedule will be provided to the deans during summer 2018.