Roles and Responsibilities Guidance Decennial Program Review 2024-2025

Overview

There are three phases of Decennial Program Review:

Phase 1: Self-Study Report

Phase 2: External/Internal Review Report

Phase 3: Goal Setting and Implementation Plan Report

Completion of each phase requires a broad effort from units and the Office of the Provost (OtP). This document provides guidance for roles and responsibilities of entities within units and the OtP. This is intended to be a living document that evolves as process improvements are implemented.

Unit Roles and Responsibilities

Deans:

Dean's play a critical role in evaluating the unit self-study report, external/internal review report, and goal setting and implementation plan. Deans should use decennial program review to evaluate units in the context of school/college priorities and strategies, and to use information from decennial program review to inform school/college planning, decision making, and resource allocation as appropriate.

Deans should establish quality standards and create internal processes to ensure these standards are met. The Office of the Provost expects that the unit's self-study report, and goal setting and implementation plan, are reviewed and approved by the office of the dean before submission to the OtP. Deans will be included in timely reminders as deadlines approach.

Associate or Divisional deans:

Associate deans work on behalf of deans to ensure that units complete all tasks outlined in decennial program review, and that the priorities and goals of the unit are aligned with college/school priorities. Associate deans will be included in most regular communication from the OtP to units. Responsibilities include:

Phase 1: Self-Study Report

- Attend a Decennial Program Review workshop with unit team

- Establish and communicate college/school quality standards and expectations to units early in the process.
- Review the *Self-Study Report* submitted by units for quality control, completeness, and to ensure that unit priorities are aligned with college/school priorities before the report is submitted to the OtP.

Phase 2: External/Internal Review Report

- Work with units to complete the *External/Internal Review Committee Member Identification Survey.*
- For units engaged in program review with an <u>internal review committee</u>, associate deans may need to take the lead in identifying suitable internal reviewers based on guidance from the OtP.
- Participate in external/internal review committee visits as outlined in the scheduling template.
- Review the external/internal review final report.

Phase 3: Goal Setting and Implementation Plan Report

- Meet with OtP prior to starting the goal setting and implementation plan.
- Prepare and submit the *Goal Setting and Implementation Plan* in coordination with the unit.
- Ensure the school/college dean reviews and approves the plan prior to submitting it to the OtP.
- Integrate the objectives of the *Goal Setting and Implementation Plan* into the college's strategic plan or other accountability mechanisms to track progress over time.
- Ensure that student learning and achievement goals are input into Annual Assessment.

<u>Unit heads:</u>

Unit heads will be included in all regular communications from the OtP. Responsibilities include:

Phase 1: Self-Study Report

- Identify a team or existing committee to prepare the *Self-Study Report* draft
- Facilitate review and analysis of data provided for decennial program review
- Facilitate involvement of entire unit in developing the self-study
- Attend a Decennial Program Review workshop with unit team
- Complete the library data survey
- Facilitate unit discussion to determine priority areas of focus
- Submit the *Self-Study Report* to the dean for review and approval
- Submit dean approved report to the OtP

Phase 2: External/Internal Review Report

- Complete the *External/Internal Review Committee Member Identification Survey*
- Work with the Office of the Provost to complete the scheduling template
- Participate in external/internal review committee visits as outlined in the scheduling template
- Complete external/internal review report corrections of fact

Phase 3: Goal Setting and Implementation Plan Report

- Collaborate with dean to complete the *Goal Setting and Implementation Plan*
- Integrate the goals and objectives of the *Goal Setting and Implementation Plan* into unit planning documents.
- Input student success and achievement goals into Annual Assessment.

Business Managers/Administrative Contacts:

Business managers/administrative contacts will be included in most communications from the OtP. Responsibilities *may* include:

Phase 1: Self-Study Report

- Participate in a team to complete the self-study
- Attend a Decennial Program Review workshop with unit team
- Support/ collaborate on data analysis for decennial program review
- Support/ collaborate in unit meetings and processes to identify priority areas of focus

Phase 2: External/Internal Review Report

- Coordinate with the OtP to schedule ERC/IRC meeting dates
- Support ERC/IRC members as needed in booking flights, hotels, etc.
- Calendar ERC/IRC meetings for unit members
- Book meeting rooms for ERC/IRC visit
- Organize a department leadership dinner with ERC members (optional)
- Participate in external/internal review committee visits as outlined in the scheduling template
- Provide logistical, technical or other support to ERC/IRC members during visit

Phase 3: Goal Setting and Implementation Plan Report

- Collaborate with dean as requested to provide input into the *Goal Setting and Implementation Plan*
- Support unit head with the integration of the goals and objectives of the *Goal Setting and Implementation Plan* objectives into unit operations.
- Support units in inputting their student success and achievement goals into their Annual Assessment template.

Office of the Provost Roles and Responsibilities

Associate Vice Provost (AVP) for Academic Affairs:

The AVP of Academic Affairs will be the primary point person to support units with content related questions and activities. Responsibilities include:

Phase 1: Self-Study Report

- Create tailored self-study for decennial program review with specialized accreditation
- Revise standard self-study guidance as needed
- Host a Decennial Program Review workshop
- Review self-study reports to ensure alignment with university priorities and NWCCU accreditation standards

Phase 2: External/Internal Review Report

- Revise ERC/IRC report guidance as needed
- Participate in external/internal review committee visits as outlined in the scheduling template
- Review corrections of fact and work with units to finalize ERC/IRC report
- Phase 3: Goal Setting and Implementation Plan
- Revise *Goal Setting and Implementation Plan* guidance as needed
- Meet with associate or divisional deans to discuss goal setting for unit
- Review school/college approved Goal Setting and Implementation Plan
- Work with divisional or associate deans make changes as needed and finalize *Goal Setting and Implementation Plan* submitted by the divisional and
- Submit annual report to Provost synthesizing unit goals

Project/Program Manager:

The project or program manager assigned will be the primary point person to support units with process related questions and activities. Responsibilities include:

Phase 1: Self-Study Report

- Review process feedback and recommend changes
- Update website with current guidance documents
- Revise decennial program review schedule on website
- Revise and manage standardized and automated communications
- Prep and send the launch email
- Update contacts in Smartsheet
- Update SharePoint folders
- Host a Decennial Program Review workshop
- Ensure data is uploaded to SharePoint
- Pull S*elf-Study Informational Form* and upload SharePoint
- Track and follow-up on late responses

Phase 2: External/Internal Review Report

- Review process feedback and recommend changes
- Update ERC/IRC Member Selection Form as needed
- Revise and manage standardized and automated communications

Phase 3: Goal Setting and Implementation Plan Report

- Review process feedback and recommend changes
- Revise and manage standardized and automated communications
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<u>Executive Assistant:</u>

The executive assistant assigned will be the primary point person to support scheduling, travel, and meeting logistics. Responsibilities include:

Phase 1: Self-Study Report

- Book meeting room for workshops Calendar meetings with AVP as needed

Phase 2: External/Internal Review Report

- Invite and confirm ERC/IRC members
- Collect conflict of interest forms from ERC members
- Collect W-9 forms from ERC members
- Coordinate with unit and ERC members to schedule visit dates
- Coordinate with units to complete scheduling template
- Calendar ERC/IRC meeting times for OtP executives
- Work with shared business service to ensure vendor contracts are complete
- Collect receipts from unit for dinner reimbursement as needed
- Submit documentation to ensure vendor contracts are paid upon completion of final report

Phase 3: Goal Setting and Implementation Plan Report

- Calendar meetings with AVP as needed