

# Roles and Responsibilities Guidance 2023-2024 Decennial Program Review

## 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 or divisional deans:

Deans will receive major announcements and be contacted on a case-by-case basis if there are specific issues that need dean level input or intervention in all phases of work. Responsibilities include:

#### Phase 1: Self-Study Report

- Attend a Decennial Program Review workshop with unit team
- Review the *Self-Study Report* submitted by units for quality control, completeness and to ensure that unit priorities are aligned with college/school and institutional priorities

#### 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 internal review committee, deans may need to take the lead in identifying suitable internal reviewers based on guidance from the Office of the Provost.
- 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

- Consult with OtP on goal setting for unit
- Prepare and submit the *Goal Setting and Implementation Plan* in coordination with the unit
- 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.
- Note: Student success and achievement goals will also be tracked by the OtP through Annual Assessment but ensuring implementation of strategies to meet goals is the responsibility of the unit.

Unit heads:

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
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- Attend a Decennial Program Review workshop with unit team
- Complete the library data survey
- Facilitate unit discussion to determine priority areas of focus
- Finalize and submit the *Self-Study Report* to the dean

Phase 2: External/Internal Review Report

- Complete the *External/Internal Review Committee Member Identification Survey*
- 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 objectives of the *Goal Setting and Implementation Plan* objectives into unit operations as described in the plan
- Note: Student success and achievement goals will be tracked by the OtP through Annual Assessment but ensuring implementation of strategies to meet goals is the responsibility of the unit.

Other points of contact:

Other Points of Contact will receive most regular communications from the OtP. This could include the business manager, decennial program review team/committee members, assessment coordinators, executive assistants, or others. 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 (Feb. 2023)
- 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
- Calendar ERC/IRC meetings for unit members
- 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 objectives of the *Goal Setting and Implementation Plan* objectives into unit operations as described in the plan
- Note: Student success and achievement goals will be tracked by the OtP through Annual Assessment but ensuring implementation of strategies to meet goals in the responsibility of the unit.

## 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

#### Phase 2: External/Internal Review Report

- Revise ERC/IRC report guidance as needed
- Select ERC/IRC invitees from list provided by units
- Invite ERC/IRC members on behalf of the university
- 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
- Provide content question support to units

### Phase 3: Goal Setting and Implementation Plan Report

- Revise *Goal Setting and Implementation Plan* guidance as needed
- Consult with deans on goal setting for unit
- Review and finalize *Goal Setting and Implementation Plan* in coordination with dean
- 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 *Self-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 Qualtrics survey as needed
- Download ERC/IRC Qualtrics and prep xls for AVP review
- 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
- Pull student learning outcomes and student achievement goals and populate annual assessment templates

Executive Assistant:

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 upon request from project manager
- Calendar meetings with AVP as needed

Phase 2: External/Internal Review Report

- Confirm and track ERC/IRC member participation
- Collect conflict of interest forms from ERC members
- Collect W-9 forms from ERC members
- Coordinate with unit ERC members to confirm visit dates
- Coordinate with units to complete scheduling template
- Calendar meeting times for OtP executives
- Work with shared business service to ensure vendor contracts are complete
- Book travel (flight, hotel, transportation)
- Book meeting ERC/IRC rooms for visit
- 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