

Handbook for Planning & Assessment at UVU

*Effective Academic Year:
2023-2024*

Contact Information

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Department Chairs may complete the annual academic program assessment plan or forward the link to the appropriate faculty member to complete and submit. Annual academic program assessment plans for every active program at UVU will be due by the first workday in May.

In a given annual cycle of assessment, academic program assessment plans will not be required from academic programs that are scheduled to complete either of the two USHE-required academic program evaluations (i.e., 3-Year Follow-Up for New Academic Programs, 7-Year Cyclical Academic Program Review). During this annual cycle of assessment, the official USHE reports will satisfy the annual planning requirement for impacted academic programs.

Similarly, academic programs with specialized accreditation that complete annual reports may be exempt from the annual academic program planning requirement so long as: (1) the specialized accreditation agency/organization does not require engagement in institutional academic program assessment activities and (2) the annual report meets the standards of [USHE Policy R411](#).

Annual Academic Program Assessment Reports

Each year, faculty will submit an annual academic program assessment report that does the following:

- ✓ details the academic program assessment activity that took place during the previous academic year,
- ✓ includes assessment results and describes implications of those results, and
- ✓ articulates planning improvements.

The appendix in this handbook provides a template for annual academic program assessment reporting that faculty may use for drafting purposes. Annual academic program assessment reports will be submitted via Qualtrics. Each year, the Qualtrics link will be sent to Department Chairs by the first workday in August. Department Chairs may complete the annual academic program assessment plan or forward the link to the appropriate faculty member to complete and submit. Annual academic program assessment reports for every active program at UVU will be due by the first workday in October.

In a given annual cycle of assessment, academic program assessment reports will not be required from academic programs that completed either of the two USHE-required academic program evaluations (i.e., 3-Year Follow-Up for New Academic Programs, 7-Year Cyclical Academic Program Review). During this annual cycle of assessment, the official USHE reports will satisfy the annual planning requirement for impacted academic programs.

Similarly, academic programs with specialized accreditation that complete annual reports may be exempt from the annual academic program reporting requirement so long as: (1) the specialized accreditation agency/organization does not require engagement in institutional academic program assessment activities and (2) the annual report meets the standards of [USHE Policy R411](#).

USHE 3-Year Follow-Up Reports for New Academic Programs

State Policy for the USHE 3-Year Follow-Up Reports for New Academic Programs

Per USHE Policy R401, institutions shall submit a report on all programs that require a peer review under R401 within three years of implementation using the appropriate USHE report template (see R401-8). The Associate Provost for Academic Programs and Assessment will communicate the schedule for USHE-required academic program evaluations directly to Department Chairs, Associate Deans, and Deans.

UVU Policy for the USHE 3-Year Follow-Up Reports for New Academic Programs

Currently, UVU Policy does not address this academic assessment requirement. However, UVU Policy 603 is under revision, and there are major components for institutional assessment practices, such as the USHE 3-Year Follow-Up Reports for New Academic Programs.

Timeline for the USHE 3-Year Follow-Up Reports for New Academic Programs

➤ July/August

- The Director of IEAAA will collaborate with the Director of Business Intelligence & Research Services (BIRS) and the Director of Budgets to gather required data for the scheduled report.
- The Director of IEAAA will oversee compilation of electronic packages for each Department Chair that includes: (a) a blank reporting template (i.e., USHE 3-Year Follow-Up Report for New Academic Programs, Section II: Program report), (b) populated data in the data table required by USHE, and (c) procedures for the reporting process.

➤ August/September

- Department Chairs will identify either themselves or a faculty member (herein referred to as Lead Faculty) who will complete the report. Department Chairs will notify the Director of IEAAA of their Lead Faculty selection by email.
- Each Lead Faculty will complete Section II: Program Report and submit it to their Department Chair and the Director of IEAAA by email.
- The Director of IEAAA will finalize reports (i.e., complete and attach completed cover page, edit/revise as needed) and email them to the Associate Provost for Academic Programs and Assessment.

➤ September/October

- The Associate Provost for Academic Programs will use a report feedback tool to note strengths and suggest improvements for each academic program.
- The Associate Provost for Academic Programs and Assessment will send the report feedback tool and finalized reports to the Chair of the Academic Program Assessment Committee (APAC).
- The Chair of APAC will facilitate a review of all finalized reports with members of APAC.
- Members of APAC will use a report feedback tool to note strengths and suggest improvements for each academic program.
- The Chair of APAC will send the report feedback tool and finalized report to the Associate Provost for Academic Programs and Assessment.

➤ November

- The Associate Provost for Academic Programs and Assessment will facilitate a review of the finalized reports with the Provost/Senior Vice President and Vice President of Budget and Finance.
- The Provost/Senior Vice President, Vice President of Budget and Finance, and Associate Provost for Academic Programs and Assessment will finalize feedback for each academic program. The Associate Provost for Academic Programs and Assessment will email finalized feedback to respective Department Chairs and Deans.
- The Associate Provost for Academic Programs and Assessment will present finalized feedback and reports to UVU's Board of Trustees for approval.
- The Associate Provost for Academic Programs and Assessment will sign the cover page on each finalized report and email all signed reports to USHE for inclusion on the agenda of a scheduled Utah Board of Higher Education meeting.

Appendix C: USHE 3-Year Follow-Up Report for New Academic Programs Template

**Utah System of Higher Education
Three Year Follow-up Report
Cover/Signature Page**

Institution Submitting Report:

Program Title:

Sponsoring School, College, or Division:

Sponsoring Academic Department(s) or Unit(s):

Classification of Instructional Program Code: 6-digit CIP

Board of Higher Education/Board of Trustees Original Approval Date:

Institutional Board of Trustees' Approval Date for *this* report:

Award Type:

First Semester Program was Offered:

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name:

Date:

I understand that checking this box constitutes my legal signature.

Follow-up Report

Section I: The Request

Section II: Program Report

Program Description

Present a brief program description. Indicate why the program was initiated. State how the institution and the USHE have benefited by offering the program.

Enrollment and Revenue Data

See Appendix A: Program Participation and Finance

Institutional Analysis of Program to Date

Provide a statement that summarizes the institution's current analysis of the program's strengths and weaknesses relative to enrollments, staffing, and funding. Describe any actions the institution has taken or will take to respond to any issues with the program.

Employment Information

Provide employment information on graduates of the program.

Appendix A: Program Participation and Finance

In the following table, record the number of students who are enrolled in the program as well as expenses to the institution and revenues generated. Use department or unit numbers as reported in the approved R401 proposal for “Year Preceding Implementation.”

Three Year Projection/Program Participation and Department Budget							
	Year Preceding Implementation	New Program					
		Year One		Year Two		Year Three	
		Estimated	Actual	Estimated	Actual	Estimated	Actual
Student Data							
# of Majors in Department							
# of Majors in Proposed Program(s)							
# of Graduates from Department							
# of Graduates from New Program(s)							
REVENUE—source of funding to cover additional costs generated by proposed program(s)							
	Year Preceding Implementation	Department Budget					
		Year One		Year Two		Year Three	
		Estimated	Actual	Estimated	Actual	Estimated	Actual
Internal Reallocation							
Appropriation							
Special Legislative Appropriation							
Grants and Contracts							
Special Fees							
Tuition							
Differential Tuition (Requires Board approval)							
Other:							
TOTAL FUNDING	\$0	0\$	0\$	0\$	0\$	0\$	0%