Handbook for Planning & Assessment at UVU

Effective Academic Year:
2023-2024

Contact Information

Office of the Provost:
Laurie Sharp, Associate Provost for Academic Programs and Assessment, lsharp@uvu.edu

Office of Institutional Effectiveness, Accreditation, and Academic Assessment (IEAAA):
Quinn Koller, Director of IEAAA, quinn.koller@uvu.edu

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.

The appendix in this handbook provides a blank template for the USHE 3-Year Follow-Up Report for New Academic Programs.

USHE 7-Year Cyclical Academic Program Review

State Policy for the USHE 7-Year Cyclical Academic Program Review

Per USHE Policy R401, institutions shall submit a cyclical review of academic programs (see R401-8). USHE Policy R411 delineates State requirements for this process, including the USHE report template and review schedule. Since UVU is a master's-level university, all programs will be reviewed at least once every seven years (see R411-5).

USHE Policy R411 states that academic programs with specialized accreditation from an organization recognized by the Council for Higher Education Accreditation (CHEA) or the US Department of Education (USDE) may choose to submit the specialized accreditation letter and report in lieu of conducting a cyclical academic program review. In cases where academic programs maintain specialized accreditation with well recognized specialized accrediting organizations that no longer are recognized by the CHEA or USDE, such as Accreditation Board for Engineering and Technology, Inc. (ABET) or the Association to Advance Collegiate Schools of Business (AACSB), they may choose to submit the specialized accreditation letter and report in lieu of conducting a cyclical program review so long as the faculty feel that the quality of review meets USHE Policy R411 requirements.

UVU Policy for the USHE 7-Year Cyclical Academic Program Review

UVU Policy 603 delineates institutional information concerning the cyclical academic program review process. This policy is currently under revision and aims to address the major components for institutional assessment practices more effectively. As shown below, each school/college will engage in the cyclical academic program review cycle once every seven years.

School/College	Year in Cycle	Next Review
College of Science	Year 1	2022-2023
Scott M. Smith College of Engineering & Technology	Year 2	2023-2024
Woodbury School of Business	Year 3	2024-2025
College of Humanities and Social Sciences	Year 4	2025-2026
School of Arts	Year 5	2026-2027
College of Health and Public Service	Year 6	2027-2028
School of Education	Year 7	2028-2029

Timeline for the USHE 7-Year Cyclical Academic Program Review

➢ *July/August*
- o The Director of IEAAA will collaborate with the Director of BIRS and the Director of Budgets to gather required data for the scheduled report.
- o The Director of IEAAA will oversee compilation of electronic packages for each Department Chair that includes: (a) a blank reporting template (i.e., UVU Cyclical Academic Program Review Report), (b) populated data in the data table recommended by USHE, and (c) procedures for the cyclical academic program review process.