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**Responsible Office:** Academic Affairs

Provost and Vice

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Affairs

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**Effective Date:** 2/15/2023

## General Description

### **Purpose:**

Senate Resolution 212230 states the following:

When programs have not submitted a self-study after one year of their initial deadline, the UPRC shall meet with the Provost and VPAA, the program director or department chair, and the appropriate school dean(s) to decide how to proceed. An additional extension may be granted if appropriate, or the UPRC would make a recommendation to the Provost on how to proceed, which may include a UPRC-initiated review.

The purpose of the guidance is to provide details regarding the implementation of this policy.

### **Scope:**

All Academic Departments

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## Policy/Procedure

### **Policy Statement Text:**

Senate Resolution 212230 states the following:

When programs have not submitted a self-study after one year of their initial deadline, the UPRC shall meet with the Provost and VPAA, the program director or department chair, and the appropriate school dean(s) to decide how to proceed. An additional extension may be granted if appropriate, or the UPRC would make a recommendation to the Provost on how to proceed, which may include a UPRC-initiated review.

The purpose of the guidance is to provide details regarding the implementation of this policy.

- At the beginning of each term, the Provost will request a list of Departments/Programs that have not complied with Senate policy from the Office of Academic Programs.
- The Provost will call a meeting between the respective Program Director, Department Chair, School Dean, UPRC Chair, AVP for Academic Affairs, and Dean for Academic Programs.
- During the meeting, the Provost will lead a conversation regarding the challenges encountered to complete the Self-Study, including resources, and assistance needed.
- Next, the Provost will have an executive conversation with the UPRC Chair, and the UPRC will recommend one of the below options within two weeks of the meeting:
  - 1) Department may be granted a time-bound extension, with the expectation of a written deliverable. If sufficient progress is not made during the time-bound extension (determined by the Provost), a UPRC-initiated review will automatically be the next step.
  - 2) Department may undergo a UPRC-initiated review. If a UPRC-initiated review is recommended and approved by the Provost, the committee will base its review on the following elements to mirror the standard program review process:
    - o Program curriculum as described in the course catalog;
    - o Evidence of assessment activities as reported in TaskStream;
    - o Program annual reports as reported in TaskStream;
    - o Program data as provided by the Office of Institutional Research, Planning, and Assessment;
    - o Other information available (for example, the program website, employer satisfaction and alumni survey);
    - o Report provided by External Reviewer (or accreditation agency as appropriate);
    - o Report provided by the School Dean.
  - At the completion of the UPRC-initiated review, the process will proceed as usual which culminates with a Memorandum of Understanding and Action Plan (MOUAP).

**Consultations:**

Dean’s Council, Senate Executive Committee, DCLC, UPRC, Provost’s Council