

## **UW-L 5-YEAR JOINT REVIEW PROTOCOL (adopted 10-3-2006)**

Within six months of the 5-year post-implementation date of a new program, the Provost's Office will receive the following:

### From the program:

1. A copy of the authorization to implement document
2. A copy of the executive summary from the original entitlement to plan document.
3. A self-study should focus on the following five dimensions and not exceed 5 pages.
  - Providing evidence for whether the goals and objectives, as originally stated in the program proposal, were met. If the goals and objectives were not met, the program should provide explanations and propose ameliorations if applicable.
  - Indicating how the program is related to other programs offered by the institution and how important it is to the institution's program array.
  - Providing assessment data indicating the level of quality the program has attained since its implementation.
  - Determining the resource implications of continuing this program.
  - Commenting on any major changes that have occurred at the international, national, regional, university, college, department and/or program level in the past 5-years that have affected the program. Comment on any future opportunities or threats expected.

Note: An APR self-study cannot be substituted for this self-study which must focus specifically on the goals and objectives as stated in the original proposal.

### From the Dean's Office:

4. A report from an external reviewer who has reviewed the program in light of #2 and #3 above. In addition, the current strengths and weaknesses of the program should be noted. In consultation with the program, a Dean may choose to waive the external review if an APR review of the unit housing the program has been conducted within the last 2 years and if the review specifically comments on the program in question. Deans will approve an external reviewer from a list of 2-3 appropriate individuals recommended by the program using the guidelines for reviewer criteria for Academic Program Review. The Dean's Office provides the stipend for the reviewer and the Provost's Office provides payment for per diem, travel and lodging.
5. A letter from the Dean with commentary on the self-study and the external review. In addition, the Dean will provide a recommendation to continue or discontinue the program.

### From the Provost's Office:

6. A short report detailing the strengths, weaknesses, progress, and recommendations of the review process that will be authored by a small joint committee consisting of representative from UW-System, the department chair, and a Provost's designee. This final process can be waived if recommended by the Provost in consultation with the Dean.

The Provost/Vice Chancellor will make a recommendation to the UW System Associate Vice President, Academic and Student Services on the continuation, modification or discontinuation of the program and will forward the internal reports and accompanying documents with his/her recommendation. Copies of these material will be sent to the program and the Dean.

**Appendix A: UW System June 2006 revision of the “5 year joint review” (joint review section)**

<http://www.uwsa.edu/acadaff/planning/guidelines/index.htm>

**4. Joint Review**

A. The institution and UW System Administration undertake a Joint Review approximately five years after implementation of the program. The institution will schedule the review to coincide with the first institutional review. The institution will provide the anticipated date of the joint review with the notification of implementation. Prior to the review, the UW System Office of Academic and Student Services will provide a copy of the original Executive Summary.

B. The general purposes of the joint review are:

1. Determine whether the goals and objectives, as originally stated in the program proposal, were met. If the goals and objectives were not met, determine the reasons why.
2. Ascertain how the program is related to other programs offered by the institution and how important it is to the institution's program array.
3. Assess the level of quality the program has attained since its implementation.
4. Determine the resource implications of continuing this program.

C. The review of the program will follow the institution's guidelines for self-study, external evaluation and review by appropriate governance bodies. The institution may invite a member of the ACSS staff at any point in the process to participate and/or to provide assistance.

D. The Joint Review Committee forwards its findings and recommendations to the Provost/Vice Chancellor for Academic Affairs. Following review, the Provost/Vice Chancellor then makes a recommendation to the Associate Vice President, Academic and Student Services on the continuation, modification or discontinuation of the program, forwarding the internal reports and accompanying documents with his/her recommendation.

E. The Associate Vice President, Academic and Student Services reviews all documents and contacts the Provost/Vice Chancellor to discuss any questions that arise. Following this review, the Associate Vice President, Academic and Student Services notifies the institution of his/her decision regarding the program.

F. If the decision is to continue the program, the final step in the development of a new academic program will be considered to have been completed and that program will enter the normal institutional review cycle.