

College of Humanities and Social Sciences
Academic Program Review
Review Process & Report Categories*
2011-12

Review Process: see the *Appendix 2 "Required Chronology", of the CSUS Academic Program Review Procedures*, for a detailed time-line.

Timeline	Activity
Feb. 1, 2011	Notification of upcoming reviews and approval/disapproval of requested substitutions.
Mar. 28, 2011	Department/Program Chair/Director and APR writer attend the CHSS Budget & Planning meeting to receive APR packet and review process.
Mar 2011-Jan 2012	<p>Department/Program prepares a self-study.</p> <p>**If the self-study will include input from an external review, a draft self-study will need to be completed by August 2011. A "Request for Assessment Funding" should be submitted in Spring 2011 (see Office of Assessment website). The external review will need to occur early in Fall 2011.</p>
Feb. 1, 2012	<p>Department/Program submits APR document to the College Budget & Planning Committee.</p> <ol style="list-style-type: none"> a. A signature page with signatures of the department faculty and a Degree Audit form should be attached to the document before it is submitted to the committee. b. If required, the program's Charter should also be included. (See appendix four of the University APR procedures.)
Feb. 2 – Apr. 15, 2012	<p>Budget & Planning Committee reviews the APR document</p> <ol style="list-style-type: none"> a. If the Committee has questions of the department/program regarding the APR document, the committee chair/clerk writes a memo to the department/program requesting additional information. The Committee may also request a meeting with the Department Chair/Program Coordinator to discuss the APR document. b. The department/program responds to the Committee memo with the additional information, either by revising the document (if they wish to), or by providing a supplementary memo. c. When the Committee is satisfied with the information received, the Committee writes a memo to the department/program. In addition to an introduction, the categories addressed will include the categories in

	<p>the <i>CSU Stanislaus, Academic Program Review Procedures</i>, and any additional commendations/recommendations by the committee. The categories are currently as follows:</p> <ol style="list-style-type: none"> a. Changes Since the Last Academic Program Review b. Enrollment Trends c. Commitment to Student Learning d. Curriculum and Instruction e. Faculty f. Implementation Plan (Preliminary)
Apr. 15, 2012	Budget & Planning Committee's Program Review documents (self-study report and Committee's memo) submitted to College Dean.
Apr. 30, 2012	College Dean forwards APR documents (self-study report, Budget & Planning recommendation and Dean's memo) to the Office of Academic Programs.
Apr. 30-May 29, 2012	Review of self-study by UEPC and/or Graduate Council, if requested.
May 29-Jun 30, 2012	College Dean works with department to finalize the self-study and preliminary implementation plan.
June 30, 2012	College Dean submits the self-study, preliminary implementation plan, committee recommendations, department responses and the Dean's recommendation to the Vice Provost.
Sept.-Oct. 2012	Meeting with Department and relevant administration to discuss preliminary implementation plan.
Oct. 31, 2012	Department submits final implementation plan to Dean
Nov 21, 2012	Dean submits the final implementation plan to the Vice Provost.

* Note: this document is based on the University-wide Academic Program Review Procedures in force during AY 2010-11, with the understanding that as University procedures change, the College committee will need to revise its own procedures.

Ay: approved 5-8-08

Updated for 2009-10, llp:5/6/09

Updated for 2011-12, llp:12/6/10

College Structures for Evaluation of Program Quality via Academic Program Reviews

College of Humanities and Social Sciences
California State University, Stanislaus

Name of College Committee
Budget & Planning Committee

Committee Membership (roles, types of representation)

The Budget and Planning Committee shall be composed of five voting members at the rank of Associate Professor or Professor, elected by the College Faculty, and the CHSS Dean or designee as a non-voting, ex-officio member.

Methods and Criteria for Review

See attached "APR CHSS Procedures"

Method used to orient/prepare college committees each year to conduct APR reviews

The exiting Budget and Planning Committee revises the CHSS APR Procedures for the following year in preparation for the new committee. New committee members are provided with the current APR process provided by Academic Programs and the CHSS APR Procedures. The processes and procedures are reviewed by the new committee prior to reviewing the first department's APR.

Method and sample template used to align planning and budgetary processes/decisions with the outcomes of the Academic Program Reviews

The Dean in consultation with the Chair's Council, College Leadership Council, and Budget & Planning Committee reviews each year's plans, at an annual College Leadership retreat and at monthly meetings, keeping in mind the programmatic recommendations/objectives that have resulted from the APR process. The Budget & Planning Committee also reviews faculty position requests submitted by departments and programs, and makes recommendations to the Dean for prioritizing searches based on a number of criteria, including APR outcomes.

The attached draft spreadsheet entitled "Summary of Academic Program Review Outcomes" has been developed to inform/remind members of the outcomes of prior year APRs. The Budget & Planning Committee will continue working on the format of the form throughout academic year 2009-10.