

Proposal to Establish the Program Review Council (PRC)

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Background: The Program Review Process

As defined by the Administrative Regulation 1:4, UK's program review "is the primary vehicle for assessment of educational and administrative units and for documentation of institutional effectiveness... The President, Provost, and executive vice presidents shall facilitate program reviews to ensure linkages are made between assessment results and ongoing planning and budgeting decisions" (p. 11).

The *University Senate Rules* (September 2009) further articulate program review as a "primary vehicle for assessment of educational and administrative units" in defining the role of the Undergraduate and Graduate Councils: The Undergraduate Council shall review the summary reports of undergraduate program reviews and the Graduate Council shall review all graduate programs and suggest measures designed to maintain acceptable levels of academic quality; both councils shall participate directly in the review of programs upon the request of the Senate (1.3.2.1A.1, 1.3.2.2C; 1.3.3.1C, 3.3.2.1B.1).

Currently, the adhoc External Review Committee (ERC) is the primary mechanism of program review which the administration has used to facilitate the linkage between assessment results and ongoing planning and budgeting decisions. As a component of the program review process, one of the purposes of the ERC is providing recommendations to the units/programs under review, thus assisting the units in developing their implementation plans to be used as documentation of future plans and resources needed during the budgeting process (AR1:4).

However, the University's program review process has met with various inconsistent implementation outcomes:

- Program Review committee recommendations and implementation plans are not being consistently utilized for program/unit improvement
- Program reviews are not consistently being tied to unit's strategic planning and budget considerations
- Inconsistent feedback to programs/units about program review by the administration

Proposed Action: Establishing the Program Review Council (PRC)

In an effort to develop a more effective and efficient program review process, the Office of Institutional Research, Planning, and Effectiveness proposes the establishment of an executive Program Review Council (PRC).

The PRC would work to "ensure linkages are made between assessment results and ongoing planning and budgeting decisions." The PRC would meet annually in an all-day retreat, with the specific purpose of conducting the following tasks:

- supporting the university's mission by serving as an advisory group to the Provost in decision-making relative to strategic planning and budgeting, and delivering a summary report on program review results and suggested priorities.
- assisting the Graduate and Undergraduate Council chairs with program review reports of a given year to be summarized and reported to the councils or faculty senate, if requested; and
- ensuring program review results (e.g., implementation plan) are tied to unit's strategic planning and budgeting processes.

The Program Review Council membership would be comprised of the following 9 persons/offices (presented in no order of importance):

1. *Associate Provost for Faculty Affairs (Chair of the Health Care Council)*: This office supports issues involving recruitment, selection, orientation, promotion, recognition, and development of faculty (<http://www.uky.edu/Provost/APFA/>). The Associate Provost for Faculty Affairs chairs the Health Care Council which operates in a fashion similar to the undergraduate and graduate councils and may serve in the review of programs at the Senate's request, although Senate Rules are less prescriptive in charging this council with activities related to program review. (1.3.4.1D)

2. *Dean of Graduate School and Associate Provost for Academic Administration (Chair of Graduate Council):* The Graduate School office promotes excellence at all levels of graduate education (<http://www.research.uky.edu/gs/>). The Graduate School Dean chairs the Graduate Council, which is responsible for using program reviews to help ensure the quality of graduate programs and may serve in the review of programs at the Senate's request. As the Associate Provost for Academic Administration, this individual assists the Provost in academic administrative decision-making. Dr. Jeannine Blackwell supports this proposal.
3. *Associate Provost for Undergraduate Education (Chair of Undergraduate Council):* This office promotes academic excellence in undergraduate programs through collaboration with colleges and support units across the University (<http://www.uky.edu/UGE/>). As the Associate Provost for Undergraduate Education, this individual chairs the Undergraduate Council, which is responsible for summarizing and reporting undergraduate program reviews and may serve in the review of programs at the Senate's request. Dr. Mike Mullen supports this proposal.
4. *Vice President for Research:* This office supports and promotes university research efforts among the educational units and for centers and institutes. This Vice President should be the key representative to ensure that program priorities in support of the research mission are articulated clearly and appropriately.
5. *Associate Provost for University Engagement:* This office supports and promotes the university public service mission, connecting UK faculty, staff, and students with communities, government, schools, businesses, health care providers, and others to address Kentucky's priority needs, advance economic opportunity, enhance health, education, and the environment and elevate the quality of life (<http://www.uky.edu/UE/>). This Associate Provost should be the key representative to ensure that program priorities in support of the public service mission are articulated clearly and appropriately.
6. *Vice President of the Office for Institutional Diversity:* This office promotes diversity—which embraces the many characteristics of human differences--race/ethnicity, sexual identity/orientation, ideas and world views, national origin, gender, religion, age, physical ability, socio-economic status, and life experiences--and strives to celebrate the diversity among us, but also to allow ourselves to be challenged, affirmed, renewed and possibly transformed through our engagement across differences. This Vice President should be the key representative to ensure that program priorities in support of University's commitment to diversity are articulated clearly and appropriately. The Office extends across colleges, departments, programs, and units (<http://www.uky.edu/Diversity/>).
7. *The Vice Provost for Budget & Administrative Services:* This office facilitates effective stewardship of resources by providing leadership and support to enhance administrative and fiscal operations in all Provost Area Units (<http://www.uky.edu/Provost/budget>).
8. *(Ex-Officio Member) Vice President for Institutional Research, Planning and Effectiveness:* This office supports executive decision-making, strategic planning and evaluation, and quality enhancement. Additionally, the office assists in the execution of program review as outlined in the University's Academic Regulations (AR 1:4).
9. *(Ex-Officio Member) Director for Planning and Institutional Effectiveness:* This unit is an extension of the Office of Institutional Research, Planning, and Effectiveness. This office supports the Vice President of Institutional Research, Planning and Effectiveness in meeting AR responsibilities.

Proposed Rationale: The Program Review Council Enhances Institutional Effectiveness

The creation of the Program Review Council will:

- a) reflect the Provost Area executive administrative leadership;
- b) complement the existing process by providing a more informed and consistent judgment on program quality, services, and resources from multiple institutional levels of decision-making, particularly relative to university budgeting;
- c) serve to support and ensure the facilitation of the strategic planning, budgeting, and assessment policies and procedures outlined by the university's AR and Senate Rules; and
- d) provide the comprehensive knowledge base necessary for assisting the Provost in systemic decision-making relative to the University's mission—teaching, research, and service.