

## **UNDERGRADUATE ACADEMIC PROGRAM REVIEW SUBCOMMITTEE**

The Undergraduate Academic Program Review Subcommittee (hereinafter referred to as Subcommittee) is a Standing Subcommittee of the Academic Policy and Planning Committee (AP&P). The Subcommittee consists of eleven members: one faculty member from each school, the Provost and Vice President or designee, and two students. The Subcommittee's area of concern and charge includes the following:

### 1. Subcommittee Responsibilities

- a. Review of campus undergraduate academic program review policy and procedures to ensure campus compliance with system wide policies on academic program review. Revise undergraduate academic program review policy, as appropriate, for substantive review by AP&P.
- b. Review of Undergraduate Academic Program Review Program five year schedule. Make recommendations on requested postponements and academic program review schedule changes.
- c. Review and make recommendations regarding the academic program review process, including timelines and information required of academic departments.
- d. Review and evaluate each stage of a program's review and report findings and recommendations to the Associate Vice President for Academic Affairs.

### 2. Procedures for Academic Program Reviews

- a. Prior to the arrival of the review panel, review the program Self-Study document produced by each academic program under review. Submit questions and recommendations to the Associate Vice President for Academic Affairs. These questions and recommendations will be passed on to the review panel.<sup>1</sup> The panel will then submit its report to the Subcommittee.
- b. Schedule a hearing to permit discussion of the review panel's report and other relevant material including the self evaluation. All interested parties, principally departmental

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<sup>1</sup> The composition of the review panel is outlined in the campus undergraduate program review policy and procedures.

and school faculty and administration will be invited to the hearing. The Subcommittee will prepare a report of its findings and recommendations after the hearing.

- c. Report the Subcommittee findings and recommendations to the Associate Vice President for Academic Affairs who will forward the report to the Provost and Vice President for Academic Affairs, the school dean, the academic department, and to the Academic Policy and Planning Committee.
  - d. Receive the Comprehensive Action Plan which the academic department must prepare and submit to the Associate Vice President for Academic Affairs who will forward the report to the Provost and Vice President for Academic Affairs, the school dean, and to the Subcommittee.
  - e. Review the status report<sup>2</sup> on implementation of the recommendations and Action Plan which the academic department must submit to the Associate Vice president for Academic Affairs.
3. End of Year Report

At the end of each academic year the Subcommittee will submit a report to the Academic Policy and Planning Committee describing its work and findings.

The Academic Policy and Planning Committee is the final policy recommending committee for the Academic Senate, but any alterations by AP&P to policy recommendations coming from the Subcommittee will normally take place only after appropriate consultation with the Subcommittee.

**Approved, Academic Senate 5/6/96**  
**Approved by the President, 6/17/96**

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<sup>2</sup> The department must prepare a status report on implementation of recommendations.