

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY #1**

**PROGRAM REVIEW PROCEDURES
West Virginia University and Regional Campuses**

Section 1. General

- 1.1 This rule delineates the procedures to be followed by the West Virginia University Board of Governors in the review of existing academic programs.
- 1.2 Authority. – Higher Education Policy Commission Series 10
- 1.3 Effective Date. – September 7, 2001

Section 2. The Program Review Process

- 2.1 The following are the steps colleges and schools at West Virginia University and its regional campuses will follow to comply with the program review policy adopted by the West Virginia Higher Education Policy Commission. HEPC Series 10 requires the institutions and the institutional Board of Governors to review all academic programs (certificates, associate, baccalaureate, graduate, and professional degrees) once every five years. Review results are to be reported to the Higher Education Policy Commission.
 - 2.1.1 By May 15, the Office of the Provost reminds colleges and schools and regional campuses which of their programs will be reviewed in the next academic year.
 - 2.1.2 Program faculty prepare the Program Review Self-Study in accordance with Higher Education Policy Commission Series 10. The Office of the Provost supplies guidelines for the format of the self-study document. The self-study, including the BOG Cover Sheet is then submitted to the college dean/regional campus president or his/her designee on the date established by the college/campus.
 - 2.1.3 The dean/regional campus president or designee reviews all college/campus self-studies, assessing the quality of the program and the quality of the review itself.
 - 2.1.4 The dean/regional campus president or designee returns the self-study with comments and suggestions for improving the report to program faculty on the date established by the college/campus.

- 2.1.5 Program faculty make necessary changes in the document and submit the final draft of the self-study to the dean/campus president by the date established by the college/campus.
- 2.1.6 The dean/campus president forwards the self-study document to the Office of the Provost, normally by October 15, along with a cover memo to the Provost that explains for each program the college recommendation and the rationale.
- 2.1.7 The Office of the Provost forwards the program reviews as follows: Reviews of undergraduate certificates, associate degrees, and baccalaureate degrees are sent to the Undergraduate Council. Reviews of graduate certificates, masters degrees, doctoral degrees and professional degrees are forwarded to the Graduate Council. The review bodies will receive the self-study documents, normally by November 15.
- 2.1.8 The councils will review the programs in terms of their relationship to the university's mission and the quality of the program and in accordance with HEPC Series 10. The councils make an institutional recommendation for each program in writing to the Provost, normally by March 15.
- 2.1.9 On behalf of the WVU President, the Office of the Provost will report the University recommendations for each program reviewed to the West Virginia University Board of Governors, normally by May 15.
- 2.1.10 The Board of Governors will review the recommendations of the Councils and the Provost. The Board of Governors may request additional information or further review before making decisions. The Board of Governors will send the results to the Higher Education Policy Commission and the President on the date established by the Policy Commission.
- 2.1.11 The Provost on behalf of the President will send a notice of the Board's actions to the deans and program chairs.
- 2.1.12 If the program disagrees with the outcome of program review, it may appeal the decision to the Board of Governors by sending a memo to the Board, which is copied to the Office of the Provost. The memo should describe the basis for the appeal and should include supporting information.

Section 3. Programs of Excellence

- 3.1 As part of the WVU Board of Governors program review process, programs can request to be considered for the designation, “Board of Governors Program of Excellence.” A program being considered for the excellence designation should meet the following criteria.
 - 3.1.1 Distinction: The program must be one of distinction. It should have received state or national recognition or some other clearly defined indicator appropriate to the mission of the program. External validation of high quality by a nationally recognized body will strengthen the case.
 - 3.1.2 Curriculum and Assessment: The program must have clearly defined and measurable curricular goals and objectives and must regularly assess student learning outcomes. Evidence of a strong assessment plan that utilizes assessment data to improve the program must be included. The program should hold national or specialized accreditation if available and all accreditation criteria must be met fully.
 - 3.1.3 Graduates: Evidence of success of graduates in career placement and or in continuing higher education must be documented.
 - 3.1.4 Faculty: Faculty should hold terminal degrees or have equivalent professional experience. For faculty who teach in certificate and associates programs, alternative credentials such as work experience in the teaching field may be appropriate. There should be documented evidence of faculty achievement and scholarly activity. Evidence of innovation in instruction should also be included if appropriate.
- 3.2 The self-study document should provide a convincing statement and include adequate supporting data. Documented evidence of high quality is required. Mere assertion of quality or lists of accomplishments will not suffice. The case will be much stronger if placed in the context of national benchmarks.
- 3.3 Requests for the Board of Governors Program of Excellence designation will be considered by the Review Committees, which will nominate those programs they feel are worthy of this designation. The Provost will review the nominations and endorse those that are appropriate. The Board of Governors will consider the nominations endorsed by the Provost and certify those that they deem appropriate as a Board of Governors Program of Excellence.