

## Academic Program Review

### Diné College

Definition: Academic Program Review (APR) is a process of regular, systematic review and evaluation of all academic programs offered at Diné College.

Purpose: APR is designed to examine, assess, and strengthen programs, facilitate program improvement where appropriate, and assist in achieving the best use of College resources.

Four-year schedule: Each academic program is reviewed on a four-year cycle. The review schedule is developed in consultation with Department Chairs and the Dean. Under exceptional circumstances and with the approval of the Dean and Academic Vice President, a review may be extended or postponed. When possible, the schedule is coordinated with other review(s) and accreditation obligations.

Process: APR includes five major steps: 1) initial planning, 2) self-study, 3) internal review, 4) analysis of findings, and 5) report to the College's Board of Regents.

1) Initial Planning. APR will be initiated each academic year by the Dean and Academic Vice President. In the spring semester that precedes APR, appropriate chairs will be notified as to the programs under their purview scheduled for review. Early in the fall semester, chairs, program directors, and faculty will be invited to participate in an orientation workshop to launch the academic program review process. This workshop will serve as an introduction to the APR and its purposes, and it will provide guidelines for successful completion.

2) Self-Study. An effective self-study assesses a program's past and present performance and outlines a realistic course for the program's future. Areas to be covered by the self-study are reflected in the Special Reporting Template in WEAVEonline. They include:

- What are the program's enrollments, retention, and graduation rates for the past three years?
- Discuss the program's strengths, distinctiveness, and challenges.
- What opportunities exist to extend existing strengths?
- What are the plans for overcoming the challenges?
- Describe improvements that can only be addressed through additional resources.

Membership of the self-study committee generally is recommended by the Departmental Chair or Program Director with final appointments made by the Academic Dean. Membership will consist of two or more faculty from the unit being reviewed, but may include all faculty. Committee members should be selected from among faculty with a good understanding of the department, as well as of the discipline/profession. This group should include faculty, staff, and student representatives.

The self-study should be started immediately following the orientation workshop so that it can be completed by the beginning of the spring semester. This schedule allows sufficient time for the completion of a comprehensive report. It is essential that the process and results be comprehensive and open and available to all members (faculty, students, and staff) of the department or program.

The self-study committee should make a special effort to gather relevant data and present the findings clearly in ways that serve as a basis for the review. Most of the student data for the APR period may be gathered from the Office of Institutional Research. Note that the Family Educational Rights and Privacy Act of 1974 prohibits releasing any personal data on a student, i.e., grade point averages, standardized test scores, etc., without written permission from the student, but that this information can be presented collectively if individual students cannot be identified.

3) Internal Review Hearing. This will be conducted by the Academic Chairs and scheduled and convened in spring semester by the Academic Dean. A written report will be presented to the Academic Chairs at a hearing that is open to the College community.

4) Analysis of findings. The Academic Chairs will produce an APR Summary Report that comments on the following:

- Recruitment and retention of faculty, staff, and students.
- Graduation rates.
- Programs and student quality.
- Student learning assessment.
- Teaching and academic outreach efforts of the faculty.
- Fiscal and physical resources.
- Academic and administrative organization.
- Inter- or cross-disciplinary cooperation with other units.

The APR Summary Report is encouraged to be responsive to other issues that come to the fore in the course of the review. It is expected that the review committee will make specific recommendations for improvement of the quality of the program, as well as identify those aspects of the program(s) that are exemplary. It is due to the Academic Vice President within two weeks of the Internal Review Hearing.

5) Report to the Board of Regents. The final step in the APR process is the preparation of a Final Report on all of the year's Academic Program Reviews for the College's Board of Regents. The Final Report will be prepared by the Academic Vice President and will include: a) description of programs reviewed; b) procedures used in the review process; c) major findings and conclusions for each program; d) future plans for each program; and e) follow-up monitoring and reporting plans, as appropriate. A data summary will be appended to the narrative. A copy of the report will be sent to all those involved in the process.

2011-012 - The Academic program review the Business Division and Center for Dine Teacher Education are undertaking at this time is to improve all our program's effectiveness and quality. The objectives of the review are to provide a clear assessment of the business and Center for Dine Teacher Education program's strengths and weaknesses and to develop a guide for the program's future direction. This effort required an internal SWOT Analysis and an external review of the divisions position in the College and Navajo Nation plus the outcomes of the students who have completed the program(s). The Divisions refined their SWOT Analysis which assisted during the findings.

2012-2013 – The following degrees will be under program review for the academic year; Associate of Science in Health Occupation, Associate of Arts in Social Work, Associate of Arts in Fine Arts, Associate of Arts in Dine Studies,