

CPE Academic Program Review Final Report: Structure and Required Components

Due: December 31, 2020

The purpose of the report will be to inform CPE of the lessons learned from this process; the major decisions that have resulted from the combination of the Gray Associates analysis and existing institutional program review processes.

The institutions will submit a final report to CPE by the close of business on December 31, 2020. The report will include the following sections:

1. Institutional program review efforts (maximum of 5 pages)

This section should include a description of the process and data sources the institution engaged in over the past three years. If possible, activities should be presented in chronological order. Highlight meetings of university faculty, committee, or administration where processes were discussed, and actions determined. Include all activities with Gray Associates conducted during this time period.

2. Analyses and discussions from the campus workshop (maximum of 5 pages)

This section should include an overview of the campus workshops with a summary of the most important discussion topics and lessons learned from the data analyses. Identify any new operational strategies that arose from those discussions. Examples include new approaches for course offerings, mitigating the cost of expensive courses, etc.

Include as appendices the following documents:

- All workshop handouts and preliminary information provided by Gray
- A list of workshop attendees and why these attendees were chosen to participate.
- Any materials created during the workshop.

3. Programs

In this section, the baccalaureate programs at the institution should be listed in one of four categories: Start, Sustain, Fix/Grow and Stop. Each program listing should have an accompanying rationale for the decision. The rationale should summarize all data sources and any supplementary information used to arrive at the stated conclusion, especially for programs that the institution proposes that are not based on either student or market demand identified by the Gray Associates methodology. As stated previously, all actions

taken on any program will originate with the institution in keeping with the expectations of institutional governance and SACSCOC guidelines.

4. Next Steps

In this section, note any changes that are planned for the institution's cyclical program review processes and how the institution plans to use data, including the tools provided by Gray Associates, going forward.