Academic Program Review Orientation

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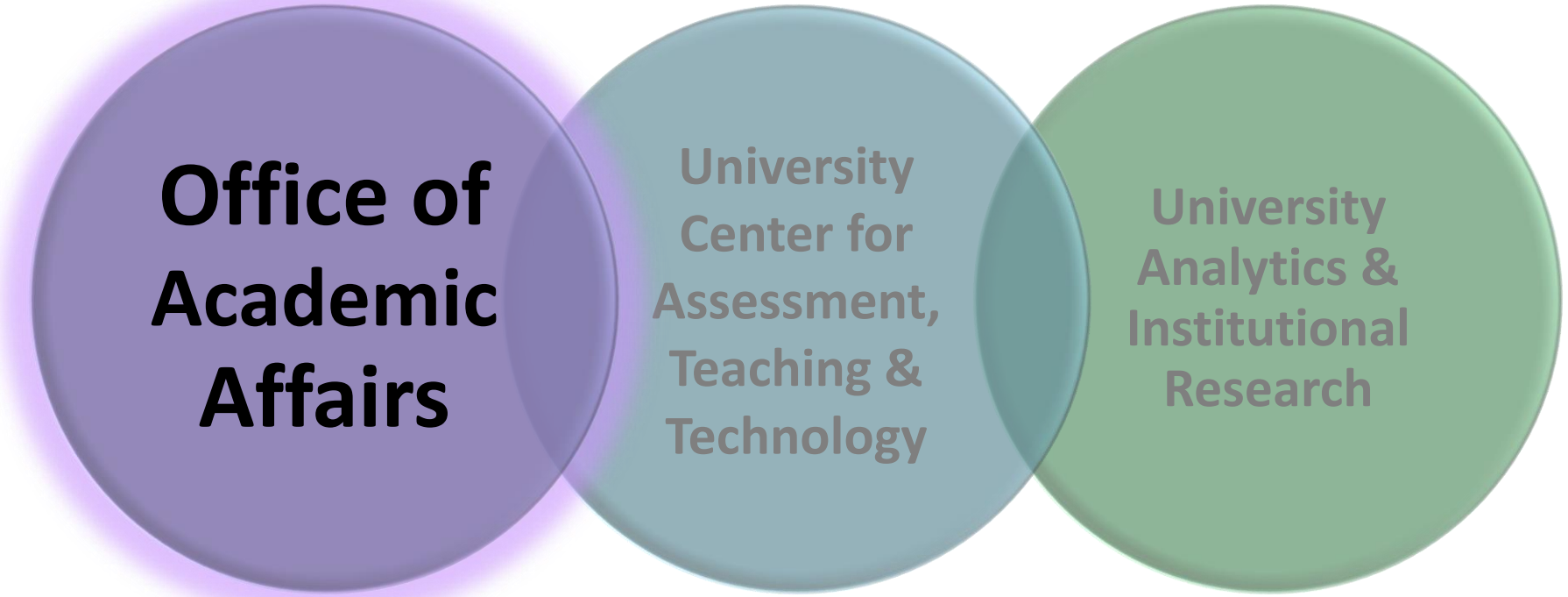
Associate Vice Provost for Academic Affairs

February 24, 2023

OFFICE OF THE PROVOST
Academic Affairs

APR MANAGEMENT GROUP

- Office of Academic Affairs
  - Gail Burd, Senior Vice Provost for Academic Affairs, Teaching, and Learning
  - Meg Lota Brown, Associate Vice Provost, Academic Affairs
  - Kat Francisco, Senior Manager, Academic Affairs
  - Aidalee Montijo, Admin Assistant, Academic Affairs

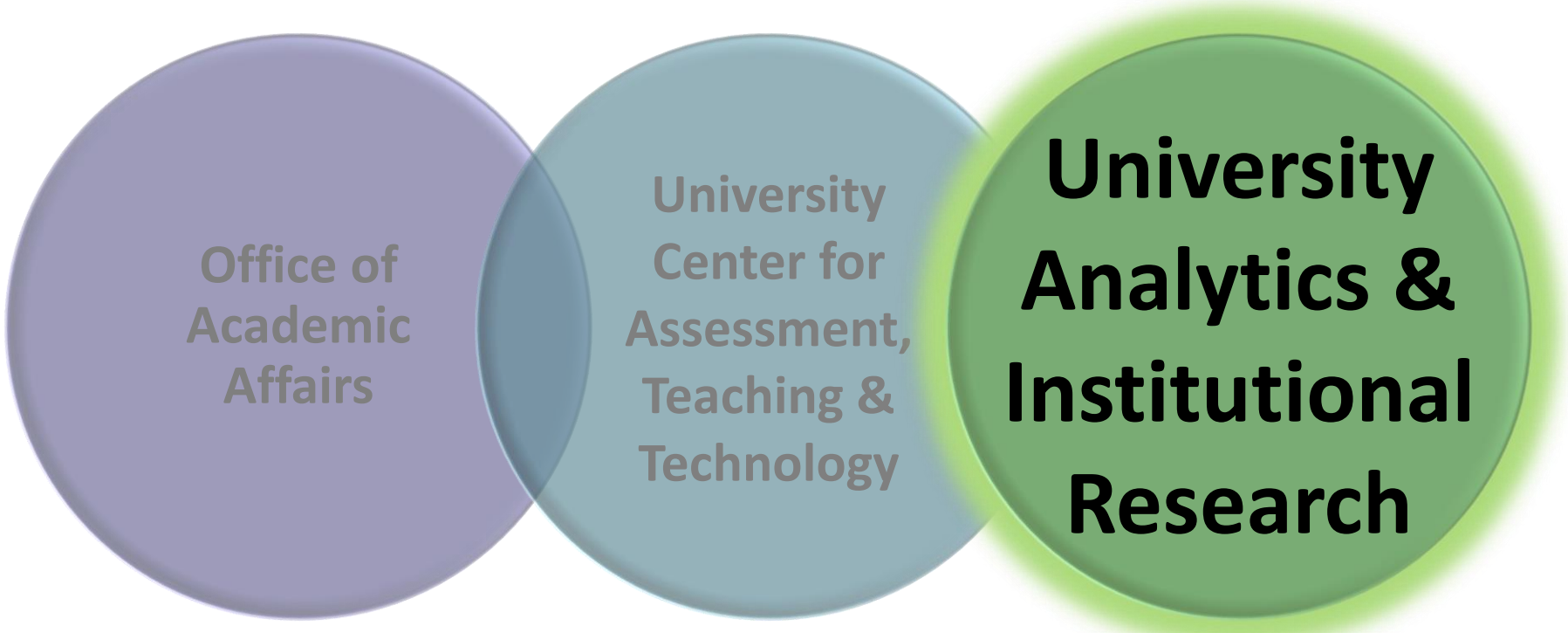


APR MANAGEMENT GROUP

- UCATT | University Center for Assessment, Teaching & Technology
  - Lisa Elfring, Associate Vice Provost, Office of Instruction & Assessment
  - Elaine Marchello, Assistant Director of Assessment
  - Laurie Sheldon, Coordinator, Assessment

APR MANAGEMENT GROUP

- UAIR | University Analytics & Institutional Research
  - Ashley Hurand, Assistant Director
  - Jessica Hamar Martinez, Associate Research Scientist & Senior Data Analyst
  - Jessica Calderwood, Data Analyst



APR WEBSITE

http://academicaffairs.arizona.edu/apr

- APR Orientation Registration
- APR Manual & Examples
- APR Management Team Listing
- 7 Year APR Schedule
- Orientation Slides
- List of Peer Institutions

APR OVERVIEW OF THE PROCESS

Initial Planning	Self-Study	Review Committee	Discussion or Findings	REPORTS
Attend orientation; Review APR manual Attend Assessment and Data Workshops	Dept. Head and Dean approve self-study committee	APR Reviewers: Suggest 2 individuals for each position	Final APR Meeting with:	Summary reviews sent to Arizona Board of Regents (ABOR)
Discuss budget with the Dean	Follow the suggested APR outline in the manual	Assoc. Vice Provost approves and invites members *Appendix E; COM-App D*	Unit Head, Dean, Provost, Assoc. Vice Provost	Evidence for institutional accreditation
BOOK SITE VISIT DATE	Send draft to APR Assoc. Vice Provost for review and feedback	Site visit itinerary *See Appendix F COM Appendix E*		
Review Assessment Plan with UCATT		Written report to Assoc. Vice Provost		
See Appendix A	*See Appendix B*			

APR SELF-STUDY REPORT

Refer to Appendix B for the Suggested Outline

- Summary
- Description and Goals
- History
- Academic Quality
- Faculty
- Administration
- Resources
- Students, Degrees, Outcomes
- Academic Outreach
- Collaborative Efforts
- Planning for the Future
- Special Considerations

Student Success District

As the basis for the entire review process, the self-study report helps a program assess its past and present efforts and chart a realistic course for the future.

APR SELF-STUDY WRITING TIPS

- Start the Self-Study now; finish 8 weeks before site visit date
- Follow guidelines; expand on areas of specific relevance
- Keep the report to 50-75 pages
- Be **thorough**, **succinct**, and **avoid repetition**
- Use graphs and tables where possible
  - Consult with Assoc. Vice Provost and UAIR
- Consider your audiences; note: **your peers will review this document**
- Tap expertise of the APR Management Group:
  - Office of Academic Affairs
  - University Center for Assessment, Teaching & Technology (UCATT)
  - University Analytics & Institutional Research (UAIR)

APR REVIEW TEAM

THE JOINT INTERNAL/EXTERNAL REVIEW COMMITTEE

- PURPOSE: Review the Self-Study Report; Interview Department personnel; Assess Quality; and Make Specific Recommendations for Improvement
- TEAM COMPOSITION:
  - External Members Provide National Context (Minimum 3)
  - Internal Members Provide UA Context (Minimum 2)
  - Community Member Provides Local Context (1)
  - Alumnus (1)
- TIME FRAME:
  - Discuss List of Nominees with Dean
  - Block time on calendars: Provost, Assoc. Vice Provost, & Dean [and Sr. Vice President for Health Sciences, as appropriate] after clearing dates with all potential review committee members
  - Site visit no later than April 15, with APR Reviewers' report submitted by the end of the semester

APR REVIEWERS

- Review self-study report prior to visit
- Receive instructions during APR Charge meeting with Assoc. Vice Provost
- Participate in on-site interviews with faculty, staff, students, and administrators [+Heads of other departments in the college]
- Gather additional data as needed
- Prepare evaluation, including specific recommendations
- Meet with Provost and Assoc. Vice Provost at the conclusion of the visit
- Submit report to the Assoc. Vice Provost within three weeks of the visit

APR DISCUSSION OF FINDINGS

Concluding Conference, or Final Meeting, with the Provost, Associate Vice Provost, Dean and Unit Head
[& Sr. Vice President for Health Sciences, as appropriate]

- Head to submit a 2-page response concerning the APR Report to the Associate Vice Provost prior to the final meeting
- Discuss review team recommendations and the unit's plans for implementation of the recommendations
- Identifies objectives designed to be achieved over the next several years
- Findings and agreed upon action plan will be summarized in the report to the Arizona Board of Regents

APR SELF-STUDY: UAIR SUPPORT

University Analytics & Institutional Research (UAIR) offers APR support through two primary means:

UAccess Analytics | APR Dashboard

Tool that is managed by UAIR

Academic Analytics

Tool that the UA subscribes to through a third-party company

APR SELF-STUDY: UAIR SUPPORT

UAccess Analytics | APR Dashboard

- Dashboard designed to provide some of the required data (see Appendix B) Note: dashboard to serve as a starting point for the data collection process. Many departments will supplement with additional data.
- Included in the APR Dashboard is a Required Institutional Dataset encompassing key metrics for students, faculty and staff. To the extent that these measures are relevant for your program or programs under review, they should be **included as an appendix in your self study**.
- Dashboard also provides supplemental data for each of the following sections covered within Appendix B:
  - A. Summary
  - E. Faculty
  - F. Unit Administration
  - H. Undergraduate Students
  - I. Graduate Students

APR SELF-STUDY: UAIR SUPPORT

UAccess Analytics | APR Dashboard

UAccess Analytics APR

Overview | Required Institutional Dataset | Summary (A) | Faculty (E) | Unit Administration (F) | UGRD Students (H) | GRAD Students (I)

Undergraduate Students | Graduate Students | Faculty | Staff | Space

College: --Select Value-- | Department Id°: 2302 | Department: --Select Value-- | Academic Plan: --Select Value-- | Apply | Reset

Required Institutional Dataset | **Undergraduate Student Data**

This dataset should be included as an appendix in the APR self-study and represents the following department(s):
Systems and Industrial Engr (2302).

Export

Undergraduate Academic Plans

An academic plan is an area of study—such as a major, minor, or specialization—that is within an academic program. The data in this section represents students who were active in the primary or secondary academic plan (major) during the provided academic years.

Active Academic Plans by Academic Year

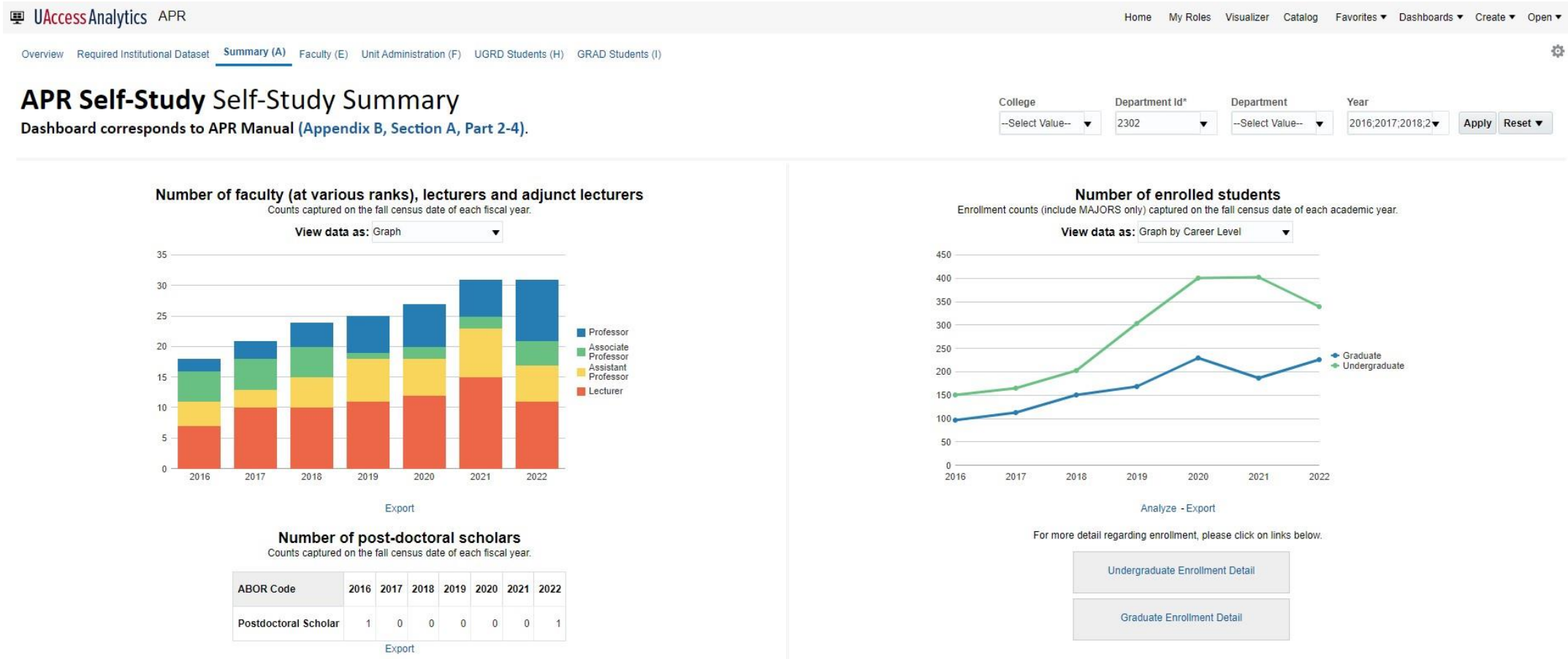
Degree Level	Academic Plan Type	Academic Plan Code	Academic Plan	2016	2017	2018	2019	2020	2021	2022
Bachelors	Major	EMGBSEMG	Engineering Management			Yes	Yes	Yes	Yes	Yes
		INEBSINE	Industrial Engineering	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		SFEBSSFE	Software Engineering						Yes	Yes
		SYEBSSYE	Systems Engineering	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Undergrad Certificate	Specialization	ASIECRTU	Adv Sys & Industrial Eng					Yes		

Export

APR SELF-STUDY: UAIR SUPPORT

UAccess Analytics | APR Dashboard

Example of Summary Page



APR SELF-STUDY: UAIR SUPPORT

Academic Analytics, Peer Comparison

- One source of data for aspirational peer comparison
- Provides data on selected faculty scholarly activity in PhD-granting programs
  - Faculty included: T/TE, C/CE and some research faculty
  - Faculty list current as of fall 2021

Activity	Sources
Conference Proceedings	Crossref
Journal Articles	Crossref
Citations	Crossref
Books	Baker & Taylor, The British Library
Honorific Awards	Awarding Agencies
Grants	Federal Funding Agencies

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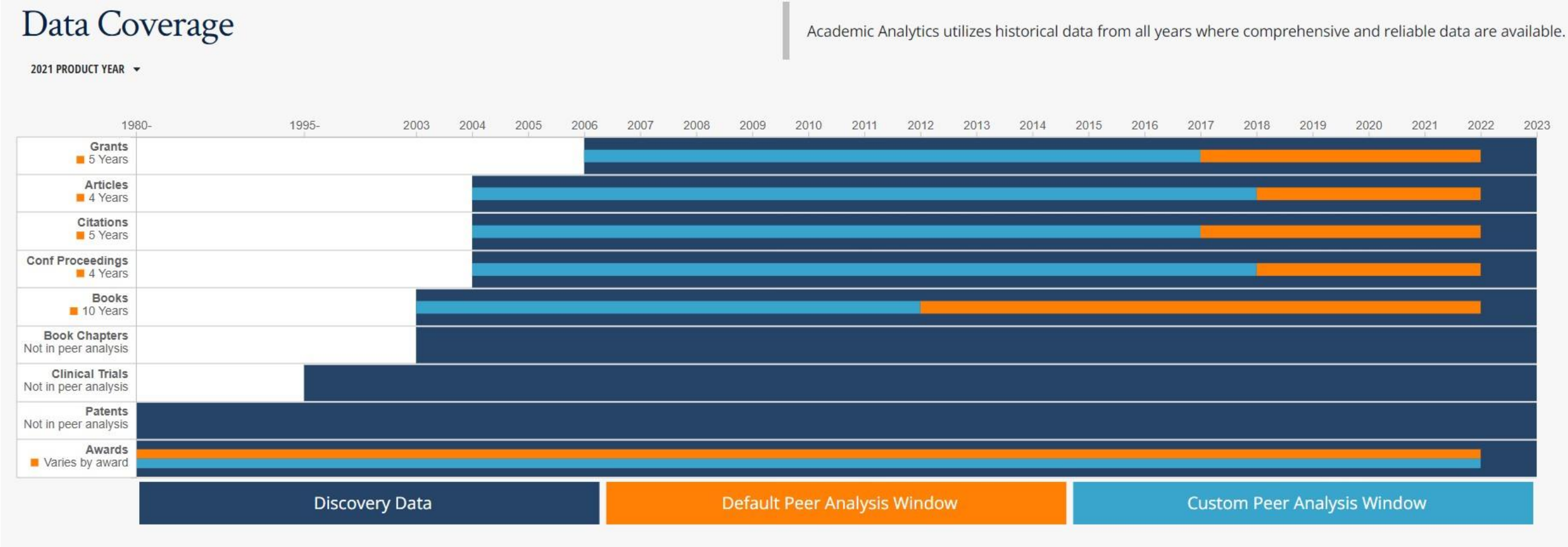

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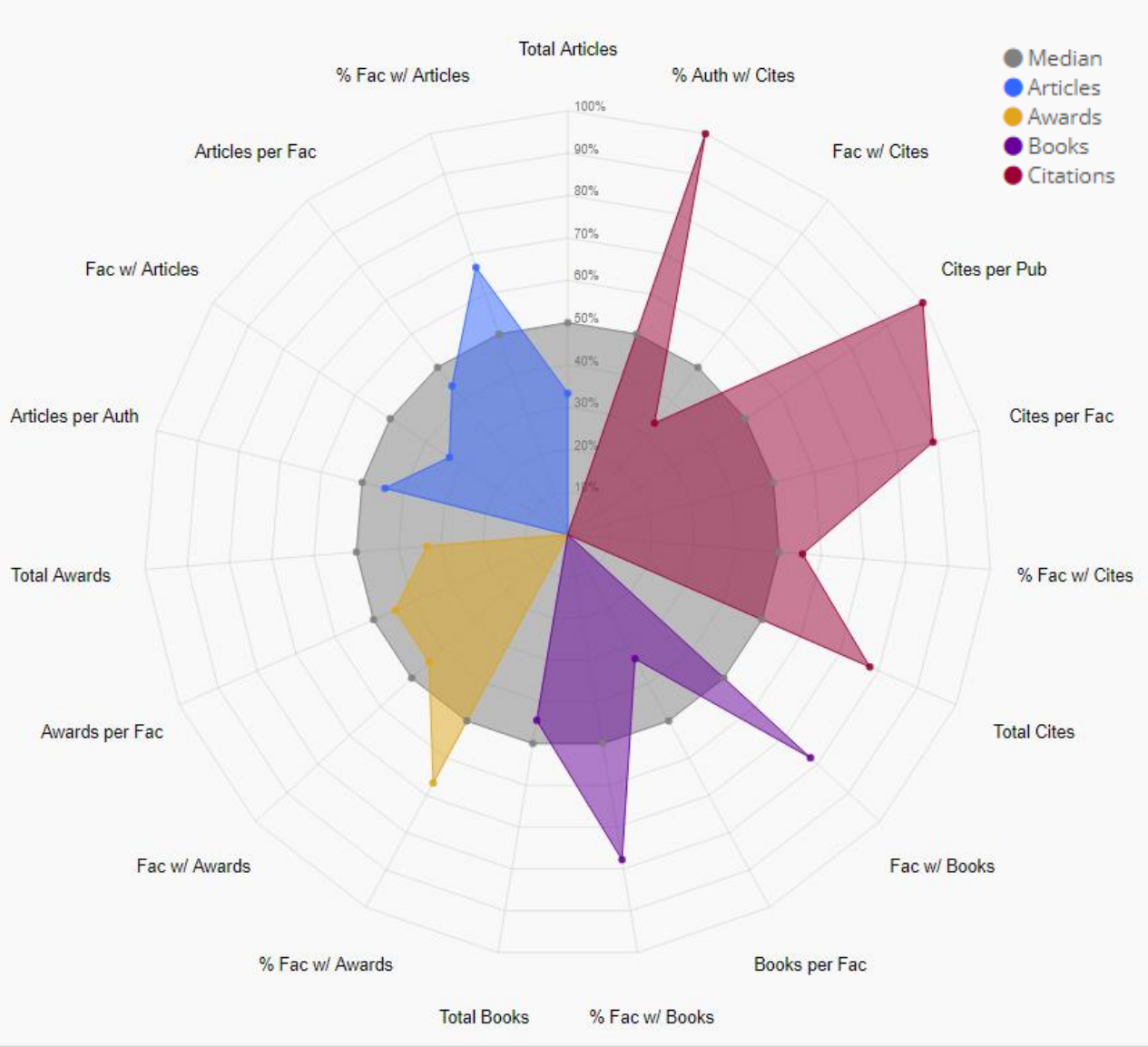
APR SELF-STUDY: UAIR SUPPORT

Academic Analytics Chart Example



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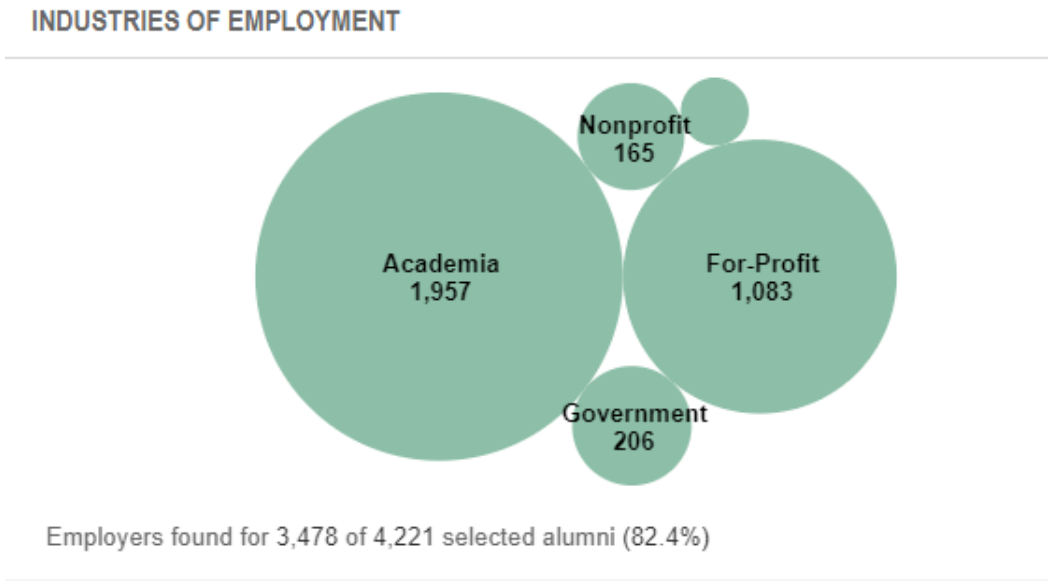
APR SELF-STUDY: UAIR SUPPORT

Academic Analytics, Alumni Insight

- Job placement information (as of summer 2022) for PhD graduates from 2012-2021
- Includes information on industry, sector, location, position



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APR SELF-STUDY: UAIR SUPPORT

Next Steps…

After you have identified your data contact(s) for the self-study, we will follow up to offer an overview of the information available in the UAccess Analytics APR Dashboard and Academic Analytics. Feel free to reach out to UAIR with data support questions at any point in the self-study process.

There will be a **workshop in early April** that your data contact(s) will be invited to and should attend.

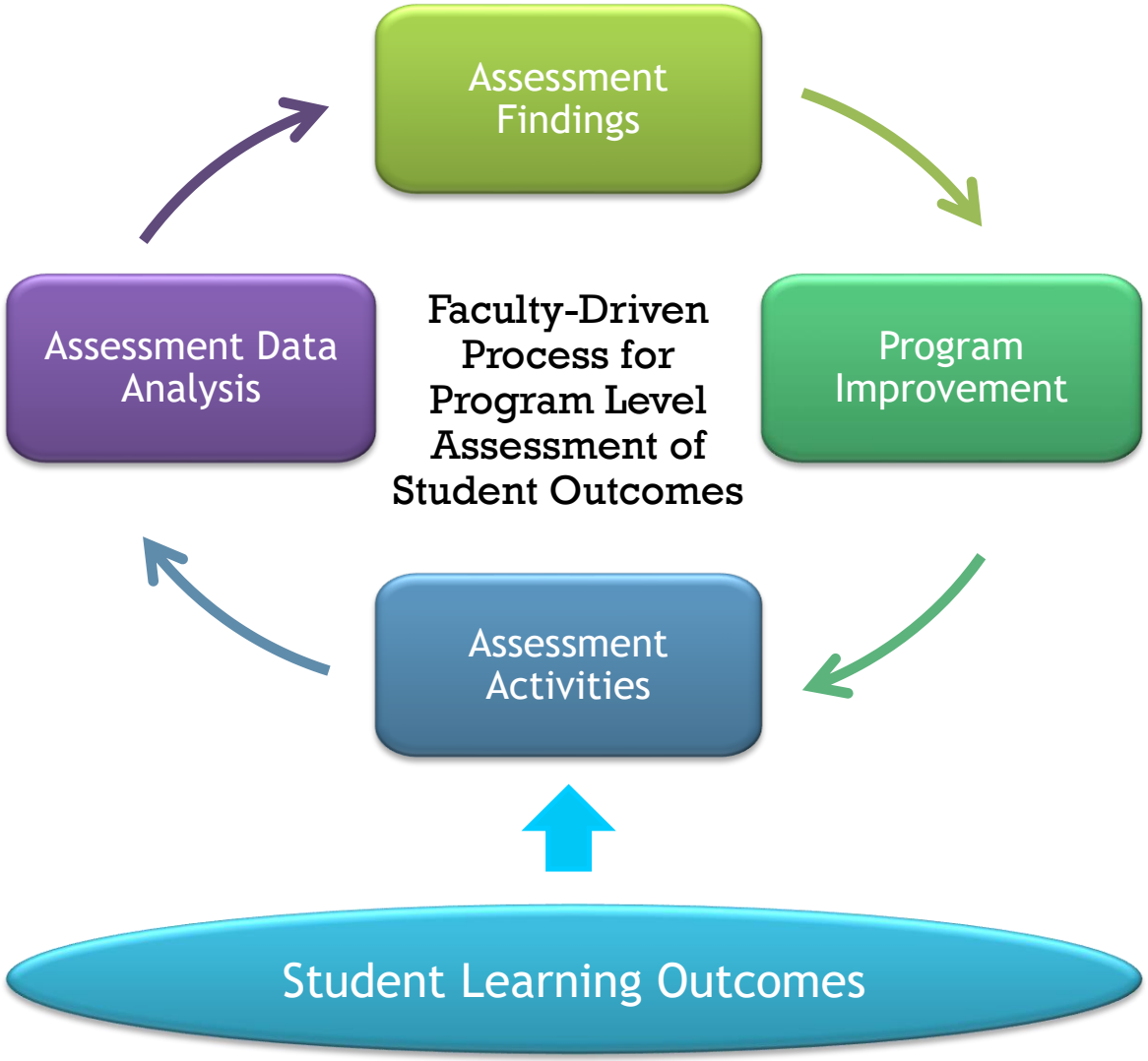
APR SELF-STUDY: TEACHING & LEARNING

University Center for Assessment, Teaching & Technology (UCATT)

Evaluation of Teaching Quality (Appendix G)

- Peer Observations of Teaching
- Student Course Surveys
- Departmental Self-Assessment of Teaching Quality

STUDENT LEARNING OUTCOMES ASSESSMENT



STUDENT LEARNING OUTCOMES ASSESSMENT

University Center for Assessment, Teaching & Technology (UCATT)

- Annual assessment updates
- Required for Improvement of Program Quality, ABOR Summary Report, and University Accreditation
- Required Reporting in Planning & Self-Study (workshops coming in April)
  - Program Learning Outcomes
  - Curriculum Map
  - Process of Assessment
  - Assessment Plan and Findings
  - Changes in Response to Findings

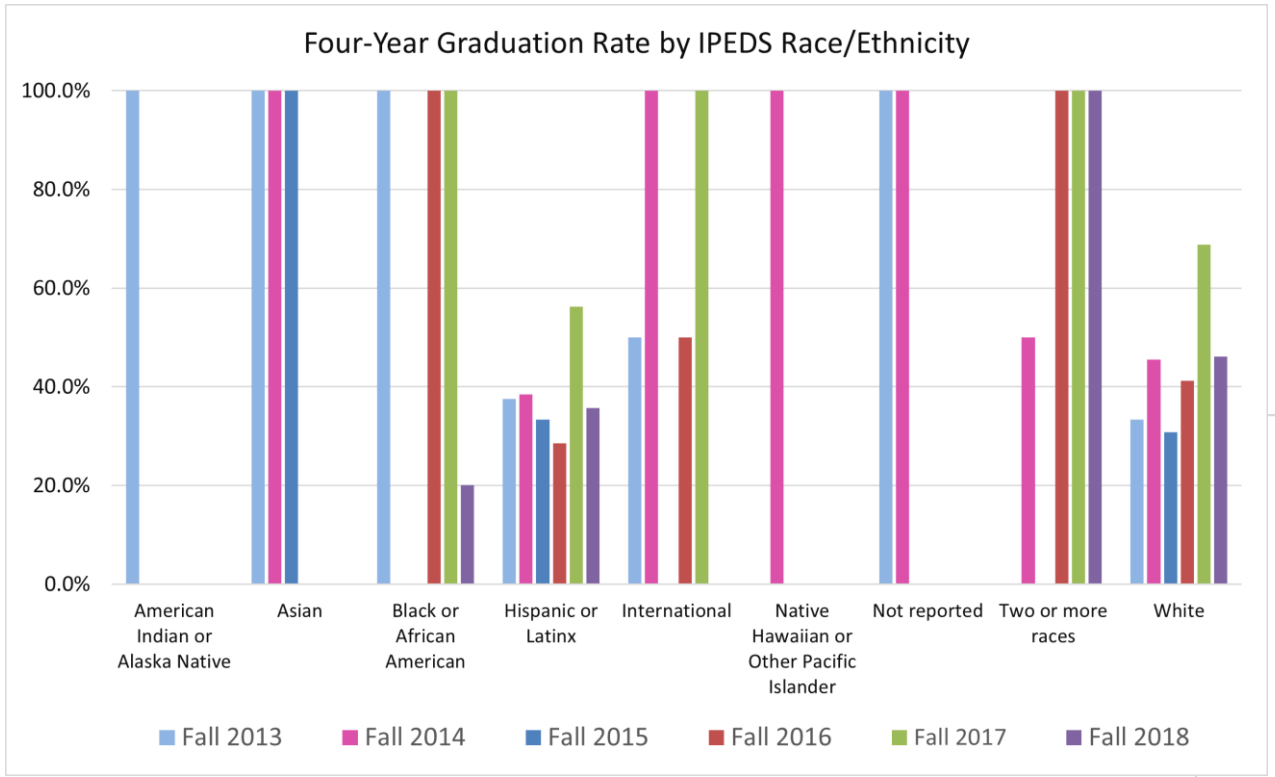
*UCATT team members will schedule assessment support.

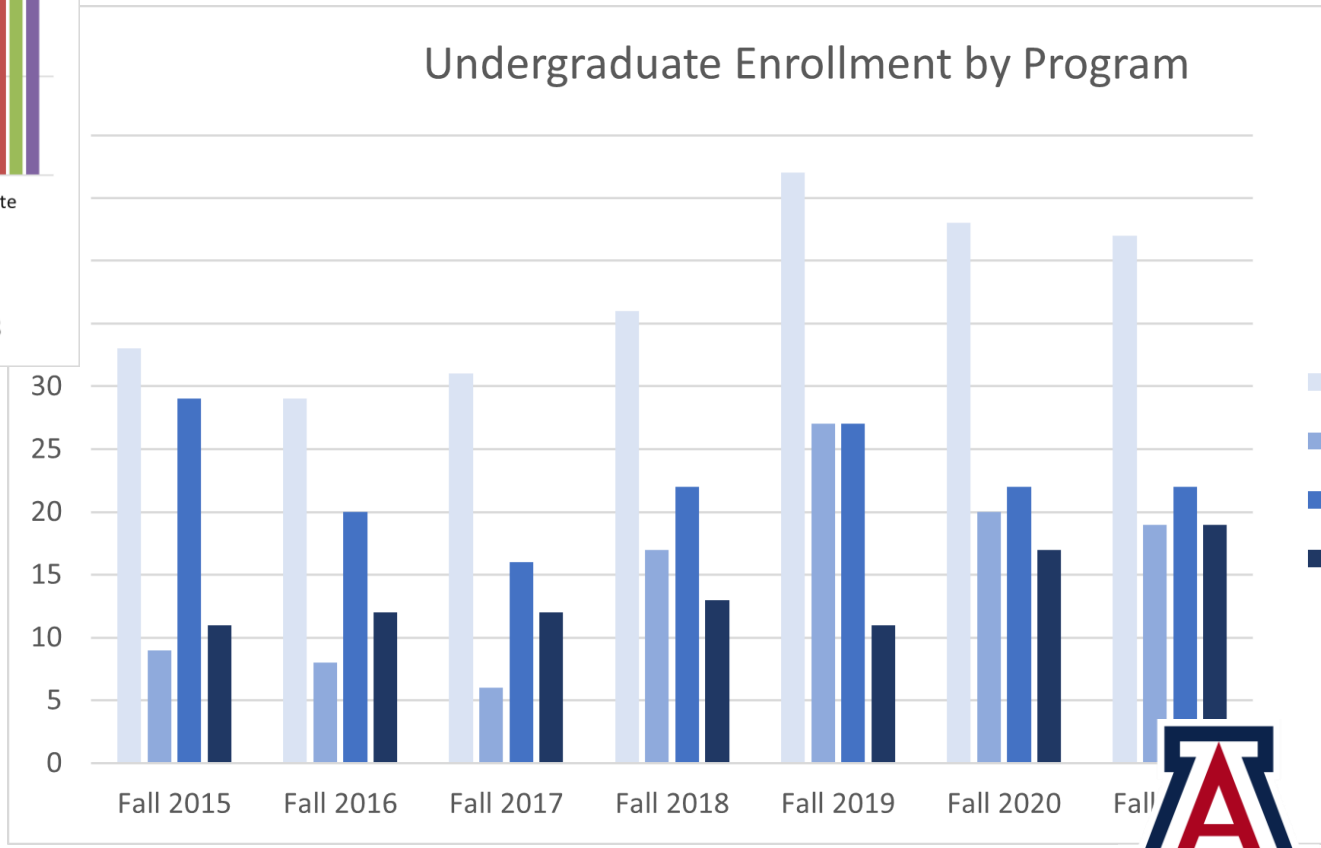
LEARNING OUTCOMES VS PROGRAM OUTCOMES

- **Learning Outcomes**
  - UCATT | Planning and Self Study
  - What evidence have you collected to show that your students know what they are supposed to know and what they are able to do upon completion of the program?
- **Program Outcomes**
  - UAIR | APR Dashboard; Institutional Dataset; Academic Analytics Alumni Insight
  - Retention and graduation and job/ advanced education

APR Self-Study Kickstart Meetings In Person Early April

DATA PRESENTATION EXAMPLES





APR SELF-STUDY SUMMARY

Where to start

- **Review** the 2023-2024 APR Procedure Manual
- **Build your team:** Self-Study committee, chair; data contacts
- **Contact UAIR** for data and reports in UAccess Analytics and Academic Analytics.
- **Consult with UCATT** (Elaine Marchello) about program-level assessment of student learning outcomes
- **Look at self-study examples**. Same webpage as APR manual.

APR FALL 2023 DATES

September				
M	T	W	T	F
11	12			
18	19	20	21	22

November				
M	T	W	T	F
6	7	8	9	10
27	28	29	30	

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
30	31			

December				
M	T	W	T	F
4	5			

UNITS for Fall Reviews

1. Agricultural & Resource Economics
2. East Asian Studies [already scheduled]
3. Entomology & EIS GIDP
4. Center for Latin American Studies
5. Religious Studies & Classics [already scheduled]
6. _____
7. _____

ANY QUESTIONS