



September 15, 2014

To: Sarah Mangelsdorf, Provost

From: Jocelyn Milner, Director of Academic Planning and Institutional Research

Subject: Update on 2013-14 Program Review for the UAPC

Copies: Members of the University Academic Planning Council

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One of the formal functions of the UAPC is to oversee academic program review. This report is intended to inform a discussion on program review at an upcoming UAPC meeting.

Information about program review at UW-Madison is posted at <http://apir.wisc.edu/programreview.htm>. The web page includes the UAPC policy on program review as adopted by the UAPC in 2010, and revised in 2012. It also includes Provost DeLuca's memo of January 2014 to deans asking for greater attention to program review (Attachment A).

Program review is one way that deans and program faculty monitor and ensure program quality. The central requirements are that academic programs (degrees, majors, certificates) must be reviewed at least once every 10 years and that deans provide a written summary of the review outcome to the program faculty and the provost. These requirements are specified in UAPC policy, and are in keeping with UW System Board of Regents policy and accreditation requirements.

Annually I request an update on the status of program review from each of the school/college deans. The dean or their designee provides updated information on which programs are scheduled for review and provides the written summary for each review that has been completed. That information is recorded in a database and summary reports are posted on the web site and provided to UW System Administration as a basis for an annual report to the Board of Regents. Attachment B is the report to UW System Administration summarizing reviews completed in 2013-14 and on-going or planned for 2014-15. I've annotated the report to provide some additional context for on-going and scheduled programs. Attachment C is a list of programs that were due for a ten-year review in 2012-13 or earlier and are not completed, or are past due for a required review for suspended admissions or low enrollment.

Based on 2013-14 program review activity, here are a few key observations:

- In 2013-14, 56 reviews covering 63 programs were completed. UW-Madison has about 440 degree/major programs and approximately 60 certificate programs, for a total of approximately 500 academic programs. Consequently, reviews of about 50 programs need to be completed each year to maintain the requirement that every program be reviewed once in 10 years.
- Program review activity in 2013-14 represented a substantial increase over 2012-13 when 26 reviews covering 39 programs were completed. The backlog of overdue reviews that had developed has cleared somewhat because of increased activity in 2013-14.
- More than 100 programs have reviews ongoing from 2013-14 or scheduled for 2014-15. This is a substantial increase in activity compared to a year ago and consistent with levels needed to get programs back on a 10-year cycle.
- Sometimes program review leads to a program discontinuation. In 2013-14 several programs were discontinued. Examples include the undergraduate Certificate in Global Perspectives, the graduate Certificate in Technical Communications, and the BS/BA in Hebrew.
- Each November we audit the trends in degrees awarded for degree/major and certificate programs that are low-enrollment. (Low-enrollment programs are defined in the policy as those awarding fewer than five awards in five years.) I send those programs a request for review. Currently several certificate programs have reviews pending because of their low enrollment status.
- Several programs with suspended admission are due or past due for the mandated proposal to re-open or discontinue the program that is required within three years of suspending admissions. Programs past-due for such reviews are the MS-Actuarial Science and the MS-Management and Human Resources option in Entrepreneurial Management, both in the School of Business.

One reason for the increased program review activity in 2013-14 is Provost DeLuca's request to deans make an effort to clear the backlog (Attachment A). The expectation that program reviews are up to date in units bringing forward new program proposals has been especially helpful to me to reinforce the need for routine program review as I work with program faculty and school/college colleagues. I hope you and the UAPC will provide continued support for that approach.

I look forward to discussing this report with you and with the UAPC.

Attachments:

Attachment A – Provost DeLuca's memo to deans on program review, January 2014

Attachment B – Program review report to UW System Admin, 2013-14 Activity, annotated for additional context

Attachment C – List of programs past-due for review