

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Academic Program Review	SOP #: GA.029.00
Effective Date	3.9.26
Last Revision/Review	3.9.26

1. Purpose

The College recognizes the importance of regular Academic Program Review as a core element of continuous institutional evaluation and review. Academic program review provides the ability to assess the quality, relevance and effectiveness of a specific academic program, and to inform decisions related to resource planning. The purpose of the review is to ensure the program is achieving the College's Mission by meeting its identified program learning outcomes, responding to student needs, and maintaining relevancy while demonstrating effectiveness through continuous quality improvement. Academic reviews are performed every three to five years. A program may petition to conduct their program review on a cycle consistent with their accreditation cycle.

2. Related Policy/Authority

Policy B11000 Program Assessment

3. Faculty/Staff Responsibilities

Office of Institutional Effectiveness – oversee the process

Academic Program Review Committee (APRC) – a representative body of faculty and staff which reviews and evaluates program review submissions, provides feedback regarding program review submissions and forwards planning, budgetary and other recommendations to the program Dean or Program Director for dispensation.

An External Reviewer may be optional member of the APRC committee.

External Reviewer – a person who has no affiliation with the College to serve as an optional member of the APRC. Typically, the external reviewer will have experience in program review and/or familiarity with the type of program being reviewed.

4. Definitions/Abbreviations

5. Procedural Steps

The APRC is convened and chaired by the VP of Institutional Effectiveness. Members include the following positions:

Designation	Title
Chair	VP of Institutional Effectiveness
Member	Asst. Dean of Medical Education
Member	Director of Institutional Effectiveness
Member	Faculty
Member	Faculty
Member	External Reviewer

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The Academic Program Review process consists of three key meetings:

- Meeting #1
 - Members: APRC members, degree program representatives
 - Goal: Discuss expectations, timeline, roles and responsibilities
 - Meeting #2:
 - Members: APRC members and program representatives
 - Goal: Discuss progress and provide consultative guidance
 - Meeting #3:
 - Members: APRC members, program representatives, program Dean or Program Director, External Reviewer
 - Goal: Final Submission of Program Review and Rubrics; Discussion and Q & A.
1. Program representatives will engage in a self-study process utilizing the Program Review Template with appropriate faculty and staff stakeholders, to identify the effectiveness of the program in achieving its programmatic level educational objectives.
 2. The program representatives, as part of the Program Review Template, will prepare an action plan to inform continuous quality improvement.
 3. The Program Review Template will be presented by the program representatives to the APRC members.
 4. The APRC will consider comments from its members in their final evaluation.
 5. The program representatives have a chance to review the final APRC evaluation and provide comments. The APRC evaluation will include a synopsis of overall quality and formative feedback for improvement.
 6. The Academic Program Review Template, APRC evaluation and any additional comments are collected and submitted to the program Dean or Program Director.
 7. The program Dean or Program Director will review the report, discuss program review documents with program faculty. The Dean or Program Director will create a final review summary inclusive of approved action plan in consideration of resources for annual planning and budgeting.

6. Reports/Charts/Forms/Attachments/Cross References

Program Review Template

7. Maintenance

8. Signature

Approved by

VP of Institutional Effectiveness

3.9.26

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date