



# CSU Bakersfield

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## MEMORANDUM

June 6, 2013

To: Carl Kemnitz, Associate Vice President Academic Programs

From: BJ Moore, Acting Chair University Program Review Committee and

The University Program Review Committee  
Bruce Friedman, Roger Peck, Robert Provencio,  
Maureen Rush, Sarah Vanderlip, and Carl Kemnitz, *ex-officio*

Re: The UPRC End of the Academic Year Report

C: Soraya Coley, Provost  
Jacquelyn Kegley, Chair, Academic Senate

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During Academic Year 2012-2013 the UPRC completed the following Program Reviews:

Anthropology, BA and MA  
Biology, BS and MS  
Economics, BA and BS  
Music, BA  
Religious Studies, BA

The following reviews are in progress:

ERM, BS  
Geology, BA, BS and MS  
Mathematics, BS and MS

The program review scheduled for Political Science was rescheduled by the UPRC and referred back to the Department Self-Study Committee.

UNIVERSITY PROGRAM REVIEW COMMITTEE  
ASSESSMENT ACTIVITY REPORT  
AY 2012-2013

The Program Review process has a variety of key components. Because the current UPRC has membership that spans 3 to 4 academic years that history has allowed the committee to identify potential bottlenecks in the process at CSUB. Therefore, in an effort to institutionalize an effective, efficient, and meaningful review process, the UPRC decided to develop a tool for data collection focused on the key components and conduct a trend analysis to establish baseline data for future assessment activity:

Data Points:

- Year/Date self- study report due
- Number of programs submitting on time
- Number of programs requesting extensions
- Length of time until External Reviewer visit
- Length of time until External Reviewer report
- Length of time from External Reviewer Report to UPRC Report
- Length of time from UPRC Report to MOUAP

Data Collection:

Raw data for AY 2003/04 through 2012/2013 was supplied by the AVP for Academic Programs. Attached are the only comparable data kept to date.

Results:

Time frames for all three measures have been trending downward.

Time to External Report has varied widely.

Time to UPRC Report decreased markedly this academic year.

Action:

- The UPRC is now requesting Departments to have the External Reviewer Identified and scheduled when the Self-Study report is submitted.
- The UPRC Chair and member responsible for drafting the response have been both attending the External Reviewer Exit session. This practice may be influencing the time to UPRC report.
- Develop data collection tool to include other key process points.
- Repeat study in 3-5 years.

Sorted by AY turned in

**2003-04**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(6 reviews)

AMP due date -> date rec'd:	2.2 months
AMP due date -> Ext review report:	4.5 months
AMP due date -> UPRC report:	10.5 months
Date rec'd -> Ext review report	2.3 months
Ext review report -> UPRC report:	6.2 months
Date rec'd -> UPRC report:	7.9 months

**2004-05**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(4 reviews)

AMP due date -> date rec'd:	3.4 months
AMP due date -> Ext review report:	11.3 months
AMP due date -> UPRC report:	14.3 months
Date rec'd -> Ext review report	8.2 months
Ext review report -> UPRC report:	4.4 months
Date rec'd -> UPRC report:	11 months

**2005-06**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(5 reviews)

AMP due date -> date rec'd:	1.6 months
AMP due date -> Ext review report:	5.3 months
AMP due date -> UPRC report:	10 months
Date rec'd -> Ext review report	3.4 months
Ext review report -> UPRC report:	4.5 months
Date rec'd -> UPRC report:	8 months

**2008-09**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(1 review)

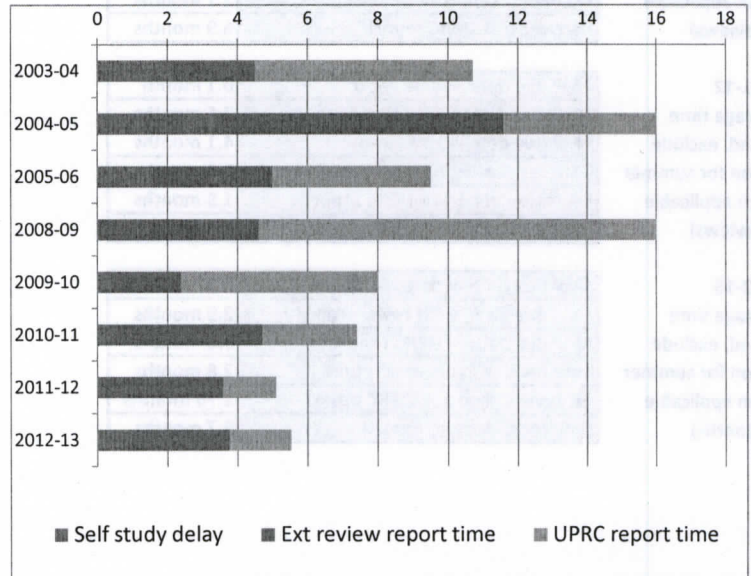
AMP due date -> date rec'd:	0 months
AMP due date -> Ext review report:	1.6 months
AMP due date -> UPRC report:	13 months
Date rec'd -> Ext review report	4.6 months
Ext review report -> UPRC report:	11.4 months
Date rec'd -> UPRC report:	16 months

**2009-10**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(3 reviews)

AMP due date -> date rec'd:	0.4 months
AMP due date -> Ext review report:	2.9 months
AMP due date -> UPRC report:	4.9 months
Date rec'd -> Ext review report	2 months
Ext review report -> UPRC report:	5.6 months
Date rec'd -> UPRC report:	7.5 months

**2010-11**  
Average time

AMP due date -> date rec'd:	0.5 months
AMP due date -> Ext review report:	5 months



Additionally, the UPRC developed several goals for the year:

- a) To streamline the template----“closing the loop” on the UPRC assessment activity for 2011/2012 that found significant repetition in the template. This was accomplished.
- b) To create a timeline for interactions with programs scheduled for the next review cycle to include earlier notice, orientation/training sessions, and monitoring of progress. The UPRC is attempting to reduce the number of programs requesting extensions or submitting materials late. This was accomplished.
- c) To close the loop between the Program Review process and the MOUAP process. The UPRC now tracks the process and a representative attends post review meetings.
- d) To conduct an assessment activity of the bottlenecks in the UPRC Program Review Process. This was accomplished. Please see the attached report. The UPRC is now requesting Departments have the External Reviewer identified and scheduled when the Self-Study is submitted.

One new goal identified for the UPRC of 2013/2014 is a working relationship between campus leadership on Assessment and the UPRC---both to educate UPRC members on campus standards and expectations and to share observations on assessment activities reflected in the Self-Study process.

Finally, the discontinuance/moratorium issue identified by the UPRC in the spring of 2012 was addressed by the Academic Senate and new policies adopted.

In closing, the UPRC thanks Bruce Friedman for his service as Chair over the past two years, and thanks members Roger Peck, Robert Provencio, and Sarah Vanderlip for their valuable contributions.

RAW DATA AY2001-2011

AY	Program	Date Rec. To Ex. Rev. Rpt.	DateER to UPRC Report	Date Received to UPRC Rep
03/04	A	2 mon	3 mon	5 mon*
	B	1 mon	3 mon	4 mon
	C	2 mon	8 mon	10 mon*
	D	6 mon	10 mon	16 mon*
	E	Not included ---held by administration		
	F	2 mon	4 mon	6 mon
	Mean	2.6mon	5.6mon	8.4 months
04/05	G	NA		5 mon
	H	2 mon	10 mon	12mon
	I	9 mon	5 mon	14mon
	J	18 mon	1 mon	19 mon
	Mean	9.7mon	5.3mon	12.5months
05/06	K	4mon	13mon	17mon
	L	7mon	3mon	10mon
	M	3mon	4mon	7mon
	N	2mon	3mon	5mon
	O	2mon	4mon	6mon
	Mean	3.6mon	5.4mon	9.0months
06/07	None			
07/08	None			
08/09	P	4mon	3mon	7mon
09/10	Q	4mon	10mon	14mon
	R	6mon	3mon	9mon
	S	3mon	2mon	5mon
	T	7mon	4mon	4mon
	U	NA	10mon	10mon
	Mean	5mon	4mon	8.4months
10/11	V	2mon	2mon	4months
	W	Excluded no dates		
11/12	X	4mon	1mon	5mon
	Y	3mon	3mon	6mon
	Z	4mon	1mon	5mon
	AA	NA	2mon	2mon
	BB	2mon	2mon	4mon
	Mean	3.25mon	1.8mon	4.4mon

NA Program undergoes Accreditation

- The months of July-August were excluded.

lapsed, exclude  
3 mon for summer  
when applicable  
(4 reviews)

AMP due date -> UPRC report:	7.7 months
Date rec'd -> Ext review report	4.2 months
Ext review report -> UPRC report:	2.7 months
Date rec'd -> UPRC report:	6.9 months

**2011-12**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(8 reviews)

AMP due date -> date rec'd:	0.1 month
AMP due date -> Ext review report:	3.6 months
AMP due date -> UPRC report:	4.1 months
Date rec'd -> Ext review report	3.5 months
Ext review report -> UPRC report:	1.5 months
Date rec'd -> UPRC report:	4 months

**2012-13**  
Average time  
lapsed, exclude  
3 mon for summer  
when applicable  
(6 months)

AMP due date -> date rec'd:	0.97 months
AMP due date -> Ext review report:	2.9 months
AMP due date -> UPRC report:	3.8 months
Date rec'd -> Ext review report	2.8 months
Ext review report -> UPRC report:	1.75 months
Date rec'd -> UPRC report:	3.7 months