



CSU Bakersfield

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## MEMORANDUM

November 10, 2015

To: Dr. Jenny Zorn, Provost and Vice President for Academic Affairs

From: Dr. Marit MacArthur, Chair, University Program Review Committee, 2014-15

The University Program Review Committee

Dr. David Gove, Dr. Christina Howell, Dr. Jacquelyn Kegley, Dr. Margaret Malixi,  
Dr. Jinping Sun, Dr. Madhavappallil Thomas, Dr. Vandana Kohli, *ex-officio*

Re: UPRC Report for 2014-15

Cc: Dr. Jacquelyn Kegley, Chair, Academic Senate

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For Academic Year 2014-15, the University Program Review Committee (UPRC) completed the following seven Program Reviews in the following order. An asterisk indicates that the original due date was revised.

Two program reviews originally scheduled for 2014-15—Chemistry & Biochemistry, BS, and Global Intelligence and National Security, BA—were deferred to 2015-16.

<b>Program</b>	<b>Final Due Date</b>	<b>Self-Study Received</b>	<b>External Rev. Received</b>	<b>UPRC Memo</b>
Interdisciplinary Studies, BA & MA	10/1/14	10/5/14	n/a	1/17/15
Liberal Studies (due in 2013/14)	10/1/13*	11/1/14	1/15/15	3/4/15
Administration, MS Online	?	1/14/15	3/4/15	4/19/15
Sociology, BA & MA (due in 2013/14)	10/1/13	11/6/13	3/23/15	4/21/15
Human Biological Sciences, BS	1/15/15*	3/3/15	5/5/15	6/2/15
Business Administration, BS & MBA	2/15/15*	2/16/15	n/a	6/2/15
Philosophy, BA	4/1/15*	4/28/15	7/13/15	9/18/15
History, BA & MA	4/1/15*	5/14/15	9/18/15	9/25/15

### Context for Program Review during 2014-15

Several factors complicated program review during this academic year.

First, the campus was preparing for Quarter to Semester (Q2S) conversion and the implementation of a new General Education curriculum in Fall 2016. Departments and schools had been extremely busy converting or transforming their curriculum for related deadlines in Fall 2014. Accordingly, the UPRC allowed deadline extensions for the self-study for three programs (Philosophy, History and Human Biological Sciences). The UPRC also allowed a fourth program, Chemistry, which was undergoing change and internal problems, to defer its self-study until 2015-16. And because of an incomplete self-study, the program review for a fifth program, Global Intelligence and National Security, BS, was deferred to 2015-16.

Second, for various reasons, the self-study for three programs (Interdisciplinary Studies, Liberal Studies, and Global Intelligence and National Security) were written by individuals who were not current members or directors of each program.

Third, as noted in the table above, two programs – Sociology and Liberal Studies – were originally slated for review in 2013-14. For Sociology, the external reviewer visit was extremely delayed due to a death and change in department leadership. Liberal Studies was also undergoing changes in structure and leadership.

### Actions

The UPRC made one significant change to the review process during 2015-16. For the first time, page limits were suggested for each section of the self-study on the Program Review template, with a maximum limit of about 55 pages, excluding appendices, graphs and tables. The template can be found here: <http://www.csub.edu/academicprograms/Program%20Review/index.html>. The goals of this change are to help each program undergoing review to create a more succinct self-study and to better understand what the document requires, and to streamline the review process for all stakeholders.

Also, given the pressures of the Q2S conversion and curricular transformation on many programs, the UPRC wrote an explanatory letter to chairs of programs coming up for review in 2015-16. We noted the new page limits for the self-study template and we also advised programs, when appropriate, to adapt documentation developed for Q2S and curricular transformation for the self-study. The letter can be found here: [http://www.csub.edu/academicprograms/files/UPRC\\_Q2S\\_Letter.pdf](http://www.csub.edu/academicprograms/files/UPRC_Q2S_Letter.pdf).

### Trends

On average, from the date a program's self-study was received, the UPRC completed its memo within 113 days, or about 3.75 months (excluding the Sociology review). Also on average, from the date the external reviewer's report was received, the UPRC completed its memo within 37 days, or about 1.2 months. The summer break, when the UPRC does not meet, lengthened this interval for two programs.

Both figures are a considerable improvement over 2009-10, the last academic year for which complete records are available. In 2009-10, the UPRC completed its memo within 7.5 months of

receiving a program's self-study, and within 5.6 months of receiving the external reviewer's report.

### Recommendations

The UPRC encourages programs to work with their deans to identify potential external reviewers as early as possible, while the self-study is being developed, and to schedule the external reviewer's visit as soon as the self-study has been submitted. The timing of the external reviewer's visit, and the date the external reviewer's report is received, continue to be the chief causes of delay for the UPRC's completion of the memo.

The UPRC would also like to warn programs *not* to submit reports for external accreditation in place of the self-study. Although some parts of external accreditation reports may be adapted for the self-study, the self-study requires information and analysis that are specific to the needs and resources of CSUB and our region.