

2016-2017

Academic Program Review Guidelines



Office of the Provost
Texas A&M University

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Introduction

State law (see Texas Administrative Code in the **Appendices**) requires that all public doctoral programs and stand-alone master's programs be externally reviewed on a 7-year cycle. Texas A&M University has elected to review all degree programs, including bachelor's degrees, within the scope of the Academic Program Review (APR). Programs that are reviewed by an external accrediting body are not part of the formal APR process described here. However, the findings of the external accrediting body should be submitted to the Provost's office as evidence of compliance with Texas Administrative Code for the accredited program.

The APR process, coordinated in the office of the Provost and Executive Vice President, is an integral component of institutional effectiveness, which is defined as “ongoing, integrated, and institution-wide research-based planning and evaluation” that involves systematic review and results in continuing improvement (Southern Association of Colleges and Schools Commission on Colleges, CR 2.5, *Principles of Accreditation*).

APR aligns with, and complements, existing measures for assessment and quality enhancement. It facilitates discussion about change and strategies for improvement, and it provides the basis for making strategic decisions based on an extensive review from various constituents. APR is an opportunity to realign actions with current priorities of the university, colleges, departments, and programs as these are articulated in mission statements and strategic plans. APR underpins the process of achieving the university's goal of continuously improving the quality of all academic programs in the pursuit of excellence.

APR Administrative Team

The APR Administrative Team provides a university perspective for review teams and programs undergoing review.

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Responsibilities

Office of the Provost and Executive Vice President

The Office of the Provost and Executive Vice President oversees the APR process. Responsibilities of the Office of the Provost include:

- Coordinating the 7-year review cycle in consultation with the Texas Higher Education Coordinating Board (THECB)
- Scheduling annual program review dates in consultation with the degree program
- Approving nominations of external reviewers
- Facilitating entry and exit interviews during on-site reviews
- Providing funding for most review-related expenses (see [Appendices](#))
- Submitting the Institutional Response to the THECB
- Approving and distributing 1- and 4-year status reports
- Communicating results to the President of Texas A&M

The APR Coordinator in the Office of the Provost is the primary point of contact for all review activities.

The APR Coordinator works directly with degree programs undergoing review to assist with preparations for the review and with monitoring progress throughout the entire review cycle. The specific responsibilities of the coordinator include:

- Scheduling dates for the APR
- Coordinating introductory meetings to initiate the review process
- Scheduling all meetings involving the APR Administrative Team
- Extending formal invitations to potential reviewers on behalf of the Provost
- Providing background material to deans, department heads/program chairs, and review teams
- Reserving review team lodging
- Compiling a welcome packet with an itinerary for the review team

The offices of Graduate and Professional Studies and Undergraduate Studies work with the Office of the Provost to provide support and guidance to degree programs undergoing review. They help ensure that reviews of degree programs and other educational and teaching priorities, faculty expertise and research priorities, and service and outreach programs are appropriate to the individual degree program undergoing review.

The College(s)

The college dean's responsibilities include:

- Approving the degree program's nomination of peer reviewers
- Reviewing and approving the self-study before it is distributed to peer reviewers
- Meeting with the external review team on Monday
- Participating in the exit meeting with the Provost and review team on Wednesday
- Meeting, as appropriate, with the peer reviewers during the site visit
- Participating in the post-review meeting with the APR Administrative Team
- Approving follow-up correspondence from the degree program and monitoring strategies and outcomes in response to the APR.

All documentation submitted to the Provost's office must be reviewed and approved by the college dean before it is forwarded for further review and processing.

The Degree Program

The degree program has significant responsibilities in preparing for the review and in executing the visit. To assist with this effort, degree programs should closely follow the procedures outlined below:

Responsibility	Approximate Time Frame	Comments & Reference
Choose Review Dates	10 months prior	Selected in consultation with APR Coordinator and dean's office. The site visit begins Sunday and concludes Wednesday.
Nominate Members for the External Review Team	9 months prior	Submit a list (in order of preference) of 8-10 potential reviewers with complete contact information, job title, affiliate university, area of scholarly research, and a brief 1-2 sentences justifying nomination. Also indicate top 2 preferences for review team chair.
Submit the "Charge to the External Review Team"	7-8 months prior	As the review team is finalized, the APR Coordinator will forward the "Charge to the External Review Team" template to the degree program to complete and return. It should briefly cover the degree program overview and degrees offered.
Organize, initiate, and write Self Study	7-9 months prior	See "Self-Study"
Communicate with the External Review Team	6 months prior	After the review team is confirmed, the Department Head or Program Chair (DH/PC) should communicate with the external review team about travel and timelines.
Submit draft Self-Study to the dean and APR Coordinator	2 months prior	Submit a draft of the Self-Study to the dean and APR Coordinator for review and approval. The Self-Study will be reviewed for content and any edits will be completed prior to distributing to the review team.
Submit Final Self-Study to APR Coordinator	1 month prior	Submit electronic copy with dean's signature of approval. The degree program will distribute the Self-Study report to faculty, staff and students (as appropriate), and external reviewers. The APR Coordinator will distribute to the APR Administrative Team and upload to the APR website, http://apr.tamu.edu
Develop Itinerary	2 months prior	See "Sample Itinerary"
Reserve Meeting Rooms	2 months prior	Reserve meeting spaces for all meetings with the exception of the Entry, Exit, and Post-Review meetings. If available, the degree program may set up a room to allow as office space for the reviewers.
Arrange Transportation	2 months prior	Consult with reviewers for transportation needs. Reviewers are also free to arrange their own travel but please be sure and advise the traveler that reimbursement will be processed after receipt of the final report and may take 2-3 weeks.
Arrange Campus and Facility Tours	2 months prior	Tours should be given of any major facility, centers, labs, etc. associated with the review.
Arrange Meals & Reception for Review Team	2 months prior	See "Sample Itinerary" and "Meals" for more details. The APR Coordinator arranges all Breakfasts.
Prepare & Submit Departmental/Program Response to the External Review Team's Report	30 days after receipt	The degree program should receive final report from peer reviewers within 21 days after site visit and has 30 days to prepare a draft response for the dean's review. The College will have an additional 30 days to review and consult with the degree program as needed.
Attend and Lead Post Review Meeting	Approx. 90 days after review	The Post Review meeting is scheduled by the APR Coordinator. Unless otherwise approved, only the provost, APR administrative team, dean, and DH/PC attend this meeting. The DH/PC leads this meeting and outlines the proposed response to the peer review team.
Status Reports	1 year after & 4 years after	

The External Review Team

The external review team participates in and conducts the site visit. The role of the review team is to ensure the integrity of the academic program review, provide valid feedback regarding the status of the program, and make recommendations for improvement. The external review members will receive a \$1,500 professional fee and will be reimbursed for all travel-related expenses by the Office of the Provost upon completion and transmittal of the final report to the Provost.

External Review Team Charge

- Based on the data / information provided in the self-study report or gathered by the external review team, what are the degree program's overall strengths and weaknesses?
- Describe the alignment of degree program's strategic goals and priorities with college and institutional goals and priorities.
- How would you compare this degree program with its peers?
- What improvements (including student learning and faculty development) has the degree program made since the previous program review?
- With only current resources or a modest infusion of new ones, what specific recommendations could improve the degree program's performance, marginally or significantly?

In formulating their response, the review team members will address the items in the charge. Additionally, they will be asked to make specific recommendations which they believe should be addressed in a follow-up with the APR administrative team and college dean.

The Academic Program Review Process

The Academic Program Review process is outlined in detail on the following pages. The process can be conceptualized into five stages: nominating members for the external review team, preparing the self-study, establishing the itinerary for the on-site visit, generating the response document, and post-review meeting and reporting.

Degree programs scheduled for an Academic Program Review are contacted approximately one year in advance of their review to allow ample preparation time. The process is initiated with an introductory meeting between the APR Coordinator and the degree program and interested college representatives to convey expectations and provide tools to prepare for the review.

Nominating the External Review Team

An important task for the Program is to develop a list of 8 to 10 potential reviewers. Nominees should be professionally prominent individuals who have experience not only with undergraduate and graduate programs, but also with teaching, research, and engagement or service components as appropriate. Programs should identify a diverse group of nominees, most of whom are from peer or aspirant peers. When appropriate, nominees may also be from business or government. A team member who participated in a previous review is recommended, but not required. Programs should coordinate their nominees in consultation with the appropriate college dean. Degree programs should contact potential reviewers initially to ascertain availability and interest before forwarding their names for consideration.

The memorandum identifying the list of potential reviewers will contain the following information:

- Preferred potential reviewers ranked in order of preference
- Complete job title, rank, and name of a reviewer's department or program
- Nominee's principal area of scholarly activity (related to degree program being reviewed)
- Name of university or organization
- Contact information (full mailing address, e-mail, and telephone number)
- Preference for chair of review team (top 2 choices)

When the nominee list is finalized, submit the nomination list to the Provost, **through the college dean**, APR Coordinator, and Associate Provost for Academic Affairs. The deans are responsible for certifying that the list of candidates meets the requirement as listed in the previous paragraph.

Upon receipt of the college-approved peer review candidates, the APR Coordinator will invite the reviewers approved by the Provost.

Review team members selected from the list of potential reviewers will be chosen according to the following criteria:

1. Number of Reviewers per team:
 - a. Bachelor's or Master's programs only = 2 reviewers total
 - b. Master's + Ph.D program(s) = 3 reviewers total
 - c. Bachelor's + Master's + Ph.D programs = 4 reviewers total
2. At least 2 external reviewers with subject matter expertise must be employed by institutions of higher education outside of Texas.
3. External Reviewers must be part of a program that is nationally recognized for excellence in the discipline; they will be asked to benchmark Texas A&M's Ph.D. programs with their peer and aspirant peer programs based on discipline-specific rankings and other publicly available comparisons to graduate programs.
4. External Reviewers must affirm that there exists no conflict of interest related to the program under review.

Template: Nomination Memo for External Review Team

DATE

MEMORANDUM

TO: Dr. Karan L. Watson
Provost and Executive Vice President

THROUGH: Dr. Michael T. Stephenson
Associate Provost for Academic Affairs

THROUGH: Ms. Bettyann C. Zito
APR Coordinator

THROUGH: DEAN'S NAME
COLLEGE

FROM: DH/PC NAME
DEGREE PROGRAM NAME

SUBJECT: NAME OF DEGREE PROGRAM Academic Program Review (APR):
Reviewer Nominations for Approval Consideration

In preparation for the NAME OF DEGREE PROGRAM APR, please see the attached list of nominations for outside reviewers. These are listed in priority order and include area of expertise, name, title, institution and contact information. *Optional - Include a brief description of expertise.*

For Chair of the review team, _____ is the first choice or _____ for second. Either is acceptable as Chair. *Additional optional content that describes who/how the list was compiled and any related details deemed by the degree program that is relevant.*

If there are any non-standard requests on the number of reviewers, budget considerations or other items, please reference here (these would be related to size or complexity of program) reflect any college or degree program support for additional items, etc.

Thank you for your consideration of these nominations.

Ranking/Chair Preference	Nominee	Area of Expertise
1.	Name Title University/Organization Mailing Address Telephone # E-Mail	
2.	Name Title University/Organization Mailing Address Telephone # E-Mail	
3.	Name Title University/Organization Mailing Address Telephone # E-Mail	
4.	Name Title University/Organization Mailing Address Telephone # E-Mail	
5.	Name Title University/Organization Mailing Address Telephone # E-Mail	
6.	Name Title University/Organization Mailing Address Telephone # E-Mail	
7.	Name Title University/Organization Mailing Address Telephone # E-Mail	
8.	Name Title University/Organization Mailing Address Telephone # E-Mail	

Preparing the Self-Study Document

The Program's faculty prepare the self-study prior to review. This study provides detailed information about the program and includes an assessment of the strengths, weaknesses, opportunities, and threats. The self-study is the faculty's opportunity for self-evaluation and reflection both on historical data (the past five years) as well as a strategic path forward (the next five years). Degree programs are encouraged to commit themselves to specific, long-range planning in the self-study. An analysis of each major section of the self-study helps reviewers put the program data into context within the college and larger institution.

A draft self-study must be submitted to the dean and Provost's office two months before the on-site visit.

Programs should follow closely the self-study outline provided on the next page. This outline ensures that *key elements required by the Texas Higher Education Coordinating Board (THECB) are addressed*. Previous self-study documents, which may be helpful, can be found at <http://apr.tamu.edu>. Please note that requirements may have changed since previous self-studies were completed. The APR Coordinator may assist in the self-study process, and the Office of Data and Research Services (DARS) will provide data to be utilized in the self-study (see [Appendices](#)).

Contents of the Self-Study Report

The degree program's self-study will be your external review team's primary source of information. In addition to presenting the information requested in tables, charts, and narratives, the degree program should complete each section with an analysis.

Organize the self-study report according to the order of required items as listed.

Sections of the self-study denoted with * are required by the State of Texas (see "18 Characteristics of Texas Doctoral Programs" and Texas Administrative Code Rule § 5.52). Some data are provided by Data and Research Services (DARS) whereas the Program will have the information related to learning outcomes and assessments or degree program evaluation metrics for faculty performance evaluation. Please contact the APR Coordinator if you need guidance in gathering information.

- External Review Team Charge
- Executive Summary of the Self-Study Report (1-2 pages)
- Introduction to degree program
 - Brief degree program history
 - Mission, strategic plan, goals
 - Administrative structure
 - Degree program appendices
 - Facilities (including space and equipment)
 - Finances
 - External program accreditations (if applicable)*
 - Date of last APR external review*
 - Analysis:
 - Describe how the Program's strategic plan creates a path forward for excellence.
 - Describe the alignment of the degree program's strategic goals and priorities with college and institutional goals and priorities. Attach the degree program's current strategic plan or, if unavailable, the strategic plan for the college.
 - List and briefly discuss 1-3 improvements made since the previous APR and describe the results of those improvements.
- Academic Programs and Curricula
 - Programs offered
 - Program curricula (including duration and comparisons to peers)
 - Admissions criteria (doctoral students)*
 - Number of degrees awarded per year (most recent 5 years)
 - Average time to degree (most recent 5 years)
 - Academic enhancements / high-impact opportunities for students
 - Assessment of student learning outcomes (all degree levels)
 - Analysis: Briefly discuss improvements made based as a result of the department/program's assessment of student learning outcomes (all degree levels).
- Faculty Profile
 - Core faculty (defined as full-time, tenured and tenure-track)
 - Number of core faculty*
 - Core faculty / student ratio*
 - Publications (most recent 5 years)*

- External grants (most recent 5 years)*
 - Teaching load*
 - Faculty other than core (as defined above)
 - Number
 - Faculty / student ratio
 - Publications
 - External grants
 - Teaching load
 - Faculty diversity*
 - Faculty qualifications (i.e., expected qualifications for faculty hired by the degree program)
 - Analysis: Using the degree program’s standards (i.e., Departmental/Program Evaluation Metrics for faculty teaching, research, and service as submitted to the provost, as well as other relevant data such as annual reviews and Academic Analytics or other benchmark services), discuss the faculty’s overall performance.
- Student Profile
 - Doctoral, Masters, and Baccalaureate
 - Enrollment, including % of full-time students*
 - Student diversity / demographics*
 - Retention rates
 - Number of degrees per year*
 - Graduation rates*
 - Average time to degree (most recent 5 years)*
 - Average institutional financial support provided*
 - % of full-time students with institutional financial support*
 - Student publications / presentations (most recent 5 years)*
 - Employment profile (in field within one year of graduation; most recent 5 years)*
 - Analysis: Discuss the degree program’s contribution to the land grant mission of the university as described in the strategic plan. Discuss the degree program’s progress and efforts related to retention, time to degree, degrees awarded, and placement upon graduation as specified in the institution’s strategic plan.
- Concluding Observations
- Appendix
 - Faculty CVs (abbreviated versions are acceptable)
 - Institutional Profile (Official documentation will be provided by the Office of the Provost that includes a letter from the President, the SACSCOC institutional summary, and the most recent SACSCOC financial profile.)

Data and Research Services (DARS) Reports for Degree Program

Data provided will cover the most recent 5 year period, and will include the information summarized below. Note that some reports will vary based on structure of degree program as well as the quality of data available.

Student Data

- Student enrollment by degree program (by semester and academic year)
- Student demographics (gender, ethnicity, domestic vs international) by level (by semester and academic year)
- Average SAT/GRE scores and GPA for enrolled students by level; also compared to the average for the affiliated academic college (by semester and academic year)
- Degrees awarded by degree program (DARS will attempt to pull by semester and academic year)
- Number of applied/admitted/enrolled students for degree program by degree program and by level (fall semesters only)
- Average time to degree by degree program (by academic year)
- Average retention rates by degree program (by academic year)
- First time in college by Texas high school

Faculty Data

- Average annual faculty salary by rank (by academic year converted to nine- month salaries); this will include full-time faculty only and will be divided among tenured/tenure-track individuals and non-tenure-track individuals
- Average faculty salary by rank relative to TAMU, and relative to peer institutions comparable degree programs; this will include full-time faculty only
- Faculty demographics (gender, ethnicity, age) by rank (divided by full time and part-time)
- Teaching load per faculty rank by level (by academic year)
- Faculty to student ratio; also compared to other degree programs within the affiliated academic college (fall semesters only, using STAR-Semester Teaching Analysis Report created by DARS)

Other Data

- Semester credit hours taken by major (regardless of degree program) by level (by semester and academic year)
- Semester credit hours taught in degree program courses (regardless of major of student taking the course) by level (by semester and academic year)
- Courses taken by major
- History of courses taught
- Outside-degree program students by gender and level
- Outside-degree program students summary by gender and level

Establishing the Itinerary for the On-Site Visit

External reviewers arrive in College Station on Sunday afternoon and depart Wednesday afternoon. The site visit consists of Entry/Exit Interviews with the APR Administrative Team, various meetings with the dean of the college (or designee), DH/PC, faculty members, and students, and tours of degree program facilities. Below is a sample itinerary. *This is a suggested itinerary and is flexible with the exception of the breakfasts that are scheduled by the APR Coordinator.*

Sample Itinerary

SUNDAY – Travel & Welcome

2:00-5:00 pm	Review Team arrives in College Station. Lodging is arranged by the APR Coordinator.
6:00-8:00 pm	Welcome dinner hosted by DH/PC at local restaurant. Orientation/background will be provided at this time. Those in attendance include DH/PC, associate department heads/chairs and/or other relevant people.

MONDAY – Day 1

8:00 – 8:45 am	Entry Meeting and breakfast with Provost’s Administrative Team at One Circle Drive
8:45-10:00 am	Meet with college dean at One Circle Drive
10:00-11:30 am	Meet with DH/PC at One Circle Drive
11:30-1:30 pm	Lunch
1:30-3:30 pm	Tour degree program facilities
3:30-4:30 pm	Meet with faculty in sub-discipline areas
5:00-6:30 pm	Degree program reception
6:30 pm	Return to hotel / Dinner / Work session for review team

LUNCH: Options include (1) graduate/undergraduate student brown bag or pizza; or (2) reviewers dine with current department heads/program chairs within the college (excluding the DH/PC of the review)

DINNER: Options include (1) food catered to the hotel workroom; or (2) reviewers eat out with departmental/program representatives. (Often the reviewers desire to eat alone after the faculty reception to discuss review issues and work on draft for final report).

TUESDAY– Day 2

7:30-8:30 am	Reviewers eat breakfast at One Circle Drive
9:00-10:30 am	Meet with faculty committees
10:30-11:30 am	Meet with students
11:30-1:00 pm	Lunch
1:00-2:00 pm	Meet with department heads/program chairs within the same college
2:00-3:00 pm	Meet with graduate students
3:00-5:00 pm	Open or meet with DH/PC to discuss any report issues
5:00-6:00 pm	Dinner catered to reviewers’ hotel workroom
6:00-9:00 pm	Reviewers’ work session - prep for draft report / faculty debrief

LUNCH: Options include (1) degree program section heads; (2) graduate/undergraduate student brown bag or pizza; (3) reviewers dine with current department heads/program chairs within the college (excluding the DH/PC of the review); or (4) DH/PC and select faculty

DINNER: Should be catered to the reviewers’ hotel workroom so they may eat and prepare the draft final report.

WEDNESDAY – Day 3

7:30-8:45 am	Exit Meeting and breakfast with APR Administrative Team + dean (or designee) at One Circle Drive; (degree program will confirm dean’s attendance)
9:00-10:00 am	Reviewers debrief degree program leadership at the hotel
10:00-11:00 am	Reviewers brief faculty, staff, and students on final report
11:00-12:00 pm	Reviewers make final changes to draft report, as necessary
12:00 pm	Lunch or departure as applicable

The Review Team's Final Report

Once the review team completes the site visit, and based on state reporting requirements, the Chair has **21 days** to transmit the final report to the Provost and Executive Vice President.

Generating the Response Document

The APR Coordinator will forward the external review team's final report to the degree program, the college, and other relevant parties upon receipt. The degree program has **30 days** to provide a draft written response on the external review team's report to the dean. During this time, the DH/PC will share the response with the faculty and provide the opportunity for input and discussion. The degree program will then submit the report to the college dean. The college will then have **30 days** to submit the final degree program response to the APR Coordinator.

The degree program must address all recommendations identified in the external review team's report. If the review team has made a recommendation with which the degree program disagrees, that too should be addressed in the response.

Note that the response must be a stand-alone document such that individuals could read the response without having seen the self-study or the review team's final report. Therefore, the recommendations shall be extracted verbatim and copied into the response. For example:

1. Recommendation: XXXXXXXXXXXXXXXXXXXX.
Degree program response: xxxxxxxx.
Action item: xxxxxxxx.

Post-Review Meeting and Reporting

The goal of the post-review process is continuing institutional improvement as a result of the APR. Post-review consists of a post-review meeting, submission of a post-review summary, and submission of both 1-year and 4-year status reports.

The Post-Review Meeting

The post-review meeting is held **within 90 days after the site visit**. This meeting is led by the DH/PC and attended by the APR Administrative Team and the college dean (or designee). The DH/PC may invite other degree program or college personnel as appropriate. The post-review meeting provides the DH/PC the opportunity to present and discuss the Degree Program Response and the proposed actions based on the external review. The APR Administrative Team, college dean, and DH/PC will subsequently reach consensus on what actions are to be taken, by whom, and in what time frame.

The Institutional Response

The outcomes of the Post-Review meeting, as well as the degree program response, will be outlined in the Institutional Response. The Institutional Response includes actions to be taken and discussion of any resources necessary for implementing the plan. The Provost's Office will submit the Institutional Response to the THECB as required.

1-Year Status Report

Approximately one year after the site visit, the degree program submits to the Provost, through the dean, a 1-Year Status Report addressing actions taken as discussed in the Post-Review meeting and the Executive Summary. The Provost forwards the 1-year status report to the external review team for their information.

4-Year Status Report

Approximately four years after the site visit, the degree program sends to the Provost, through the dean, a status report on actions taken and results of changes implemented as a result of APR as outlined in the Post-Review Summary. As the conclusion to the APR process, the Provost forwards the 4-year status report to the external review team for their information.

Appendices

Texas Administrative Code

TITLE 19

EDUCATION

PART 1

TEXAS HIGHER EDUCATION COORDINATING BOARD

CHAPTER 5

RULES APPLYING TO PUBLIC UNIVERSITIES, HEALTH-RELATED INSTITUTIONS, AND/OR SELECTED PUBLIC COLLEGES OF HIGHER EDUCATION IN TEXAS

SUBCHAPTER C

APPROVAL OF NEW ACADEMIC PROGRAMS AT PUBLIC UNIVERSITIES, HEALTH-RELATED INSTITUTIONS, AND REVIEW OF EXISTING DEGREE PROGRAMS

RULE §5.52

Review of Existing Degree Programs

- (a) In accordance with the requirements of the Southern Association of Colleges and Schools Commission on Colleges, each public institution of higher education shall have a process to review the quality and effectiveness of existing degree programs and for continuous improvement.
- (b) The Coordinating Board staff shall develop a process for conducting a periodic audit of the quality, productivity, and effectiveness of existing bachelor's, master's, and doctoral degree programs at public institutions of higher education and health-related institutions.
- (c) Each public university and health-related institution shall review all doctoral programs at least once every seven years.
 - (1) On a schedule to be determined by the Commissioner, institutions shall submit a schedule of review for all doctoral programs to the Assistant Commissioner of Workforce, Academic Affairs and Research.
 - (2) Institutions shall begin each review of a doctoral program with a rigorous self-study.
 - (3) As part of the required review process, institutions shall use at least two external reviewers with subject-matter expertise who are employed by institutions of higher education outside of Texas.
 - (4) External reviewers must be provided with the materials and products of the self-study and must be brought to the campus for an on-site review.
 - (5) External reviewers must be part of a program that is nationally recognized for excellence in the discipline.
 - (6) External reviewers must affirm that they have no conflict of interest related to the program under review.
 - (7) Closely-related programs, defined as sharing the same 4-digit Classification of Instructional Programs code, may be reviewed in a consolidated manner at the discretion of the institution.
 - (8) Institutions shall review master's and doctoral programs in the same discipline simultaneously, using the same self-study materials and reviewers. Institutions may also, at their discretion, review bachelor's programs in the same discipline as master's and doctoral programs simultaneously.

- (9) Criteria for the review of doctoral programs must include, but are not limited to:
 - (A) The 18 Characteristics of Texas Doctoral Programs;
 - (B) Student retention rates;
 - (C) Student enrollment;
 - (D) Graduate licensure rates (if applicable);
 - (E) Alignment of program with stated program and institutional goals and purposes;
 - (F) Program curriculum and duration in comparison to peer programs;
 - (G) Program facilities and equipment;
 - (H) Program finance and Appendices;
 - (I) Program administration; and
 - (J) Faculty Qualifications.
 - (10) Institutions shall submit a report on the outcomes of each review, including the evaluation of the external reviewers and actions the institution has taken or will take to improve the program, and shall deliver these reports to the Workforce, Academic Affairs and Research Division no later than 180 days after the reviewers have submitted their findings to the institution.
 - (11) Institutions may submit reviews performed for reasons of programmatic licensure or accreditation in satisfaction of the review and reporting requirements in this subsection.
- (d) Each public university and health-related institution shall review all stand-alone master's programs at least once every seven years.
- (1) On a schedule to be determined by the Commissioner, institutions shall submit a schedule of review for all master's programs to the Assistant Commissioner of Workforce, Academic Affairs and Research.
 - (2) Institutions shall begin each review of a master's program with a rigorous self-study.
 - (3) As part of the required review process, institutions shall use at least one external reviewer with subject-matter expertise who is employed by an institution of higher education outside of Texas.
 - (4) External reviewers shall be provided with the materials and products of the self-study. External reviewers may be brought to the campus for an on-site review or may be asked to conduct a remote desk review.
 - (5) External reviewers must be part of a program that is nationally recognized for excellence in the discipline.
 - (6) External reviewers must affirm that they have no conflict of interest related to the program under review.
 - (7) Closely-related programs, defined as sharing the same 4-digit Classification of Instructional Programs code, may be reviewed in a consolidated manner at the discretion of the institution.
 - (8) Master's programs in the same 6-digit Classification of Instructional Programs code as doctoral programs shall be reviewed simultaneously with their related doctoral programs.
 - (9) Criteria for the review of master's programs must include, but are not limited to:
 - (A) Faculty qualifications;
 - (B) Faculty publications;
 - (C) Faculty external grants;
 - (D) Faculty teaching load;
 - (E) Faculty/student ratio;
 - (F) Student demographics;
 - (G) Student time-to-degree;
 - (H) Student publication and awards;
 - (I) Student retention rates;
 - (J) Student graduation rates;

- (K) Student enrollment;
 - (L) Graduate licensure rates (if applicable);
 - (M) Graduate placement (i.e. employment or further education/training);
 - (N) Number of degrees conferred annually;
 - (O) Alignment of program with stated program and institutional goals and purposes;
 - (P) Program curriculum and duration in comparison to peer programs;
 - (Q) Program facilities and equipment;
 - (R) Program finance and Appendices; and
 - (S) Program administration.
- (10) Institutions shall submit a report of the outcomes of each review, including the evaluation of the external reviewer(s) and actions the institution has taken or will take to improve the program, and shall deliver these reports to the Workforce, Academic Affairs and Research Division no later than 180 days after the reviewer(s) have submitted their findings to the institution.
- (11) Institutions may submit reviews performed for reasons of programmatic licensure or accreditation in satisfaction of the review and reporting requirements in this subsection.
- (e) The Coordinating Board shall review all reports submitted for master's and doctoral programs and shall conduct analysis as necessary to ensure high quality. Institutions may be required to take additional actions to improve their programs as a result of Coordinating Board review.

Source Note: The provisions of this §5.52 adopted to be effective August 26, 2009, 34 TexReg 5678; amended to be effective November 29, 2010, 35 TexReg 10496; amended to be effective May 24, 2011, 36 TexReg 3183; amended to be effective August 15, 2013, 38 TexReg 5063

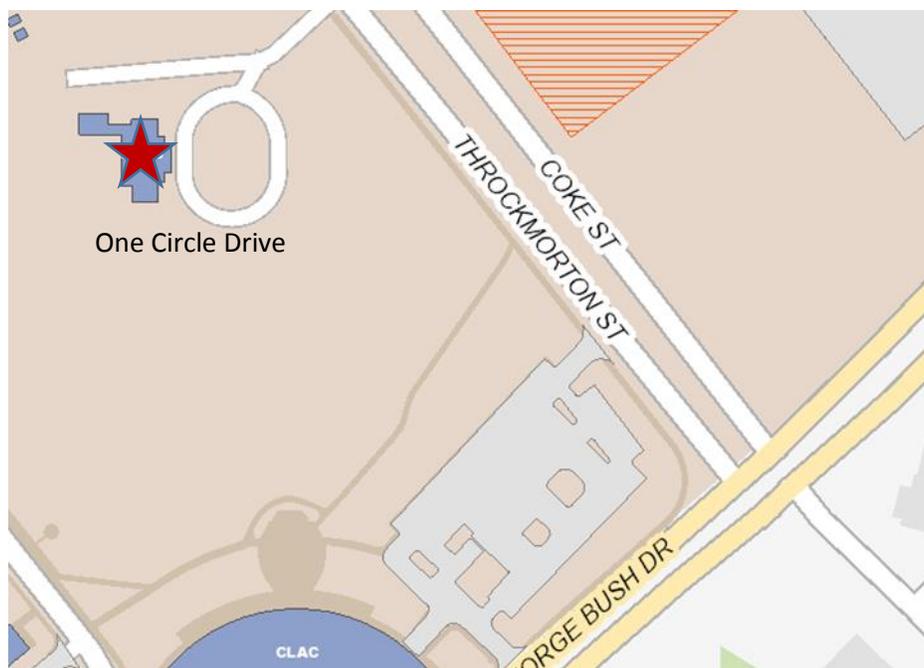
Transportation/Meals/Lodging

Transportation: The *degree program* is responsible for arranging all transportation for the external review team. Transportation should be arranged at least two months prior to the review to help defray costs. Arrival time should be scheduled for reviewers to attend a welcome dinner Sunday evening and depart after lunch on Wednesday. Degree programs should book flights using standard administrative business practice. *Reviewers are at liberty to schedule their own flights (per degree program preference) as long as they travel economy class and do not exceed \$600. Reimbursement will be provided after receipt of the external review team's final report.* Arrangement of one rental car for the review team is allowed if needed. The degree program is also responsible for escorting the external review team to and from Easterwood Airport.

Meals: The *degree program* is responsible for arranging lunches, dinners, and the reception for the external review team. Meals should be arranged approximately one month prior to the visit. Meals should not be extravagant and should be fiscally responsible. Any expenses for alcohol will be covered by the degree program. See "Sample Itinerary" for more specifics regarding meal arrangements and note the different options to be utilized for lunches. The **APR Coordinator** is responsible for arranging breakfasts.

Lodging: Lodging is arranged by the **APR Coordinator**. Reviewers will stay at One Circle Drive (formally the President's House).

One Circle Drive
800 Throckmorton Dr.
College Station, TX 77840



Expenses

The Provost's Office will subsidize some of the expenses incurred by the degree program. The APR Coordinator will request a 02 account during the month of August prior to their APR. At the beginning of the academic year, funds will be transferred into the account to be used by the degree program at their discretion. The amount to be deposited will be derived using the recommended expenses outlined in the following chart, however, the funds are to be utilized at the degree program's discretion.

Expenses covered by the degree program

	Estimated Expense
Self-Study Report Copying, binding, mailing costs; it is recommended this document be shared electronically.	\$100
Airfare	\$600 per reviewer
Rental Car Expenses for one rental car for the use of the team if necessary	\$135
Welcome Dinner Welcome dinner with review team, DH/PC and degree program representatives/committee (size of delegation to join review team is at DH/PC's discretion).	\$250
Degree Program Reception	\$400
Meals during review Lunches and dinners	\$200

Expenses paid by the Provost's Office

To be paid/reimbursed once the external review team's final report is received in the Provost's Office.

ERT Professional Fee	\$1500 per Reviewer
ERT In-transit expenses Parking, mileage, rental car (if needed) from IAH or Austin to College Station, and meals during travel. NO ALCOHOL	

Lodging and breakfasts will be coordinated and paid by the Provost's Office.

Document Routing Template

The Self-Study, Degree Program Response, One- and Four- Year Reports must come from the DH/PC, through the dean, to the Provost's office. To ensure proper routing, please use the routing template for all cover memos.

The response must be routed through the dean. Routing is as follows:

TO: Dr. Karan L. Watson
Provost and Executive Vice President

THROUGH: Dr. Michael T. Stephenson
Associate Provost for Academic Affairs

THROUGH: Ms. Bettyann C. Zito
APR Coordinator

THROUGH: DEAN'S NAME
COLLEGE

FROM: DH/PC NAME
DEGREE PROGRAM NAME

** The APR Coordinator will distribute all documents to the APR Administrative Team.*

Texas A&M Academic Program Reviews

THECB – 7 Year Cycle

	15-16	16-17	17-18	18-19	19-20	20-21	21-22
# of Reviews	10	10	13	12	7	8	11
IDP	MARB	BIOT NRSC			WMHS	MEPS	GENE TOXI
Agriculture	NFSC SCSC	ALEC WFSC	PLPM POSC	AGEC (w/ABGU) ANSC	HRSC RPTS	BCBP ENTO	BAEN ESSM (w/RENR)
Architecture				VIZA			
Education	HLKN		TLAC	EPSY		EAHR (w/HRD & TCM)	
Engineering	ECEN ETID		CHEN (w/SENG) CSCE	AERO CVEN ENGR (w/ITED) MSEN OCEN	MEEN	ISEN PETE	BMEN NUEN
Geosciences	ENVP ¹ OCNG	ATMO	GEPL MGSC	GEOG (w/SPAT ¹)			
Liberal Arts	ENGL	ECON PHUM	HISP HIST PSYC WGST ¹	INTS ¹	ANTH	PERF SOCI	COMM POLS
Science	BIOL	PHYS	MATH		CHEM		STAT
Vet Med			BIMS ¹	BIMS VIBS	STJR		
Galveston		MARB ¹					MARS
Bush		INTA					PSAA

¹ Undergraduate only

Note - Programs not listed are reviewed through approved external accreditation programs. The findings of the external accrediting body are submitted to the THECB as evidence of compliance with Texas Administrative Code for the accredited program.