Savannah State University
Revised Comprehensive Academic Program (CPR) Review Policy

This revision of Savannah State University’s comprehensive academic program review policy is intended to ensure continued compliance with Section 3.6.3 of the Board of Regents Policy Manual which had recently undergone substantial revision. Now as before, the goal of academic program review at Savannah State University is the improvement of programs based on the systematic compilation and analysis of comprehensive information regarding the performance and prospects of each academic program offered at SSU. At Savannah State University, program review is intended to be an important tool in support of the university’s strategic planning process by periodically subjecting each academic program offered in the university to a rigorous cost-benefit analysis.

Review Cycle

The review cycle for undergraduate academic programs in good standing shall be 7 years. However, new academic programs, as well as, programs which have been identified to be in need of special attention though prior reviews shall be reviewed at shorter time intervals.

The Vice President for Academic Affairs shall maintain and publish yearly an updated schedule of the history and schedule of the campus CPR process listing the last and next review dates of every academic program.

Newly established undergraduate programs will undergo an interim program review at the end of the 4th year. The purpose of the interim review is to ensure that such programs are receiving adequate resources and leadership and are on track towards success. At the end of the 7th year and every 7 years thereafter, such programs will be subject to the standard CPR process.

All continuing graduate programs will be subject to a comprehensive academic program review process every 10 years. However, a newly approved graduate program will be subject to an interim review at the end of the 2nd and the 4th years of its existence. The purpose of the interim review of new graduate programs is similar to that of newly established undergraduate programs – it is a process meant to ensure that new programs are provided with the leadership and resources required to place the fledgling programs on the best possible footing.

Continuing associate degree programs will be subject to comprehensive academic program review every 5 years. Additionally, new associate degree programs will undergo interim reviews 3 full years after they are established.

While programs that are externally accredited by professional societies will not be exempted from the campus CPR process, it is, however, possible for such programs to use information compiled for the purposes of external accreditation to meet all or part of the requirements of the campus CPR review. All information used in the CPR process must cover the review period indicated by the CPR policy and must include the particular information required under that policy.
Outcome of Unsuccessful Program Review

Should a program’s CPR process conclude that its performance is inadequate, the program will be targeted for close scrutiny and support for a period of three years. The CPR report will clearly enumerate the particular weakness identified in the review and the specific quantifiable improvements required for the program to return to good standing. An academic program which has been identified to be failing to meet productivity and/or quality standards by the CPR will be required to prepare an improvement plan within two months of the report.

The faculty and administrators of a program that has been targeted for follow up will prepare detailed annual reports documenting the progress they have made in remediating the inadequacies identified in the CPR process. The Vice President for Academic Affairs will review these annual reports and ensure that the program is on track to return to good standing or otherwise give additional guidance to program personnel regarding what is required to regain good standing.

At the end of three years, the university Program Review Committee will review the two interim annual reports and the summative third year report and make a determination whether the program can be deemed to be in compliance with the university’s quality and productivity standards. If the Committee finds affirmatively, then the program will be placed on the regular review cycle with the first review coming in 7 years. Alternatively, if the program has not made sufficient improvements for reinstatement as a regular program, the committee will recommend to the Vice President for Academic Affairs (a) to extend the probationary period for the program up to an additional 2 years or (b) to terminate the program. The VPAA will then make a final recommendation to the president on the future of the program.

CPR Implementation Procedures

On July 1 of each year, the VPAA will notify in writing the chairs and/or the deans of all programs that are due for review during the next academic year, with instructions to prepare the data required for the review exercise. On October 31st, the dean of the program will forward the program performance report to the program review committee with a copy to the VPAA. The program review committee will immediately commence the CPR process and conclude its review of programs no later than the end of March of the next year. At the end of its review, the committee will prepare and forward to program personnel and the VPAA a report of its findings and recommendations, if any.

A program triggered for improvement following the CPR process will prepare and submit its improvement plan on June 30th of the academic year in which the CPR was conducted. On June 30th of each of the next two years, it will prepare and submit a report documenting progress in addressing the deficiencies identified in the CPR report. The third year report shall include a request for resumption to the status of “program in good standing” if program personnel believe and can
demonstrate that they have corrected or have made substantial progress towards correcting all of the deficiencies noted in the CPR report.

The program review committee will review all 3rd year remediation reports and submit its final recommendations to the VPAA by September 30th following the receipt the 3rd year report. On or before November 1st, the VPAA will recommend to the president regarding the future of such programs.

There are currently a number of academic programs at SSU designated “triggered programs” for underperformance which have been required to submit annual reports for the past several years. These programs were not given specific guidelines on how they might successfully exit from that designation when they were placed in their current status. On or before August 1, 2010, the VPAA will outline the specific shortcomings of each program and set the required improvements all such programs will need to demonstrate in order to come into compliance with the university’s standard for high quality and productivity. The VPAA will then direct each program to design a development plan which would allow it to meet the quality and productivity standard of the university within three years. The reporting and review procedures outlined above regarding all programs which may be triggered in the future will be in effect.

A properly approved and implemented academic program at SSU may not be suspended or terminated unless it is triggered via the CPR process.