The purpose of CCSU’s formal review process for academic programs is threefold, all of which are related and mutually reinforcing:

- To enhance student learning and student success
- To improve the quality and effectiveness of curricula and instruction
- To assist in the allocation of resources

This process is also designed to meet requirements from the New England Association of Schools and Colleges (NEASC) and the Connecticut Department of Higher Education to have a formal system for reviewing programs.

The system for program review relies primarily on Department reports with subsections for each of their degree programs that are submitted annually and data that have been provided by OIRA to facilitate the process (enrollments, completions, faculty load, etc.). All degree programs in a department will be reviewed at the same time. Degree programs include bachelor’s degrees, master’s degrees, sixth-year certificates, and doctoral degrees; programs leading to other credentials are exempt from this process.

The Review Cycle
There are three methods for providing feedback to departments following their submission of their annual report and review of their academic programs: review by the Dean, Provost’s Council and an external reviewer.* The program review process will follow the cycle below, with exceptions determined by the Provost.

- Every year – the annual report will be reviewed by Dean
- Every five years – the most recent annual report will be reviewed by Provost’s Council; in most instances the Provost Council will review a department’s annual report two years before the program review is sent to the external reviewer.
- Every five years – the department will prepare a 10 pp. summary for each program, accompanied by the five most recent annual reports, for examination by an external reviewer.*

Departments will receive feedback following each review.

External Reviewers*
External reviewers may consist of faculty members at other institutions or may be chosen based on their significant professional qualifications comparable to experience and expertise of university faculty.

- The selection of the external reviewer(s) will be made in collaboration among the Department, appropriate Dean(s) and the Provost.
- Funding for the external reviewer(s) will be provided by the Provost’s Office.

Coordination of the Program Review Process
Coordination of the program review process will be managed by the Associate Vice President for Academic Affairs (the NEASC liaison officer) in conjunction with the Director of the Office of Institutional Research and Assessment (OIRA). The Associate Vice President will coordinate the external review process and, in conjunction with appropriate Deans, ensure that Departments have submitted all appropriate materials. The OIRA Director will ensure that a common set of program metrics is provided to departments, archive and distribute reports and review materials, and evaluate the effectiveness of the program review process.

* For programs accredited by a nationally recognized accreditor, the periodic accreditation review of the program(s) may substitute for external review, even if the accreditation cycle is longer than 5 years.