



**Board of Trustees**  
UNIVERSITY of WEST FLORIDA

**Academic Affairs Committee Meeting**  
**Thursday, November 16, 2023**  
**Zoom Webinar**

[Zoom Webinar](#) | Passcode: 473331

**Agenda**

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|--|------------------------|
| <b>I. Call to Order</b>  | Stephanie White, Chair |
| <b>II. Roll Call</b>   | Anna Lochas            |
| <b>III. Greeting</b>   | Stephanie White, Chair |
| <b>IV. Public Comment</b>  | Anna Lochas            |
| <b>V. Approval of Minutes</b>  | Stephanie White, Chair |
| a. <a href="#">August 17, 2023</a> : Committee Meeting Minutes                       |                        |
| <b>VI. New Business</b>  | Stephanie White, Chair |
| a. Action Item   |                        |
| i. <a href="#">ACA-1</a> : Revised UWF Regulation 2.001 Post-Tenure Review           |                        |
| b. Information Item  |                        |
| i. <a href="#">INFO-1</a> : Academic Program Reviews for the 2023-2024 Academic Year |                        |
| <b>VII. Announcements</b>  | Stephanie White, Chair |
| <b>VIII. Adjournment</b>   | Stephanie White, Chair |

**Academic Affairs Committee  
August 17, 2023  
Zoom Webinar  
DRAFT Minutes**

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**Committee Meeting**

**9:06 a.m.**

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

**I. Call to Order**

- A. The meeting of the UWF Board of Trustees Academic Affairs Committee was called to order at 9:06 a.m. by committee Chair Stephanie White.

**II. Roll Call**

- A. Chair White asked Anna Lochas to conduct roll call. Trustees Stephanie White, Paul Hsu, and Susan James were in attendance.
- B. Other Trustees in attendance included:
  1. Suzanne Lewis, Dick Baker, Ariauna Range, Alonzie Scott, Bob Sires, and Jill Singer.
- C. Others in attendance included:
  1. Martha Saunders, President; Gary Liguori, Provost & Senior Vice President; Gregory Tomso, Vice President of Academic Engagement & Student Affairs; Howard Reddy, Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Chief Human Resource Officer; Susan Woolf, General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Cindy Talbert, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Michelle Williams, Vice Provost; Matthew Schwartz, Associate VP, Research Administration and Engagement; Dan Lucas, Associate Vice President for Advancement; Jeffrey Djerlek, Associate Vice President of Finance and Controller; Christophe Lizen, Director of Institutional Research; Michael Wyatt, Assistant General Counsel; Aurora Osborn, Interim Director, Campus Culture and Access; Allan Pierce, Lead Help Desk Analyst; and Anna Lochas, BOT Liaison.

**III. Greeting**

- A. Chair White welcomed everyone to the meeting and extended a special welcome to Dr. Susan James, the newly appointed Faculty Senate President and new member of the Board of Trustees. Chair White noted that Trustee James will serve as a member of the Academic Affairs Committee as the Faculty Senate representative. Chair White noted that there were 6 action items and 1 information item on the Academic Affairs Committee agenda.

**IV. Public Comment**

- A. Chair White opened the floor for public comment. There were none.

**V. New Business**

- A. Action Item

1. ACA-1: Approval of Tenure as a Condition of Employment
  - a. Chair White moved to the first agenda items and identified that the Provost and Senior Vice President, Dr. Gary Liguori would be presenting the action item.
  - b. Dr. Liguori presented the action item which was the approval of tenure as a condition of employment for Dr. Hossain Shahriar and Dr. Meng Yu. Dr. Liguori identified that Dr. Hossain Shahriar was being presented for consideration for tenure for the position of Associate Director for the Center for Cybersecurity and Professor in the Department of Information Technology. Dr. Liguori identified that Dr. Meng Yu was being presented for consideration for tenure for the position of Chair and Professor for the Department of Cybersecurity.
  - c. Chair White asked for a motion to approve tenure as a condition of employment for Dr. Hossain Shahriar and Dr. Meng Yu.
    - i. Motion by: Trustee Lewis
    - ii. Seconded by: Trustee Hsu
    - iii. Motion passed unanimously.
2. ACA-2: Approval of the 2022-2023 UWF Institutes & Centers Annual Report
  - a. Chair White moved to the second action item which was presented by Vice Provost, Dr. Michelle Williams.
  - b. Dr. Williams presented the 2022-2023 UWF Institutes and Centers Annual Report. Dr. Williams noted that the Florida Board of Governors requires annual reporting to detail Institutes and Centers expenditure information for the prior fiscal year as outlined in Florida Regulation 10.015 Institutes and Centers. Dr. Williams informed the committee that the report will be submitted to the Florida Board of Governors once it is approved by the Board of Trustees.
  - c. Chair White asked for a motion to approve the 2022-2023 UWF Institutes and Centers Annual Report.
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee James
    - iii. Motion passed unanimously.

3. ACA-3: Approval of New UWF Reg. 5.070 Linking Industry to Nursing Ed. Fund
  - a. Chair White moved to the third action item which was presented by Vice Provost, Dr. Michelle Williams.
  - b. Dr. Williams discussed the new UWF regulation 5.070 Linking Industry to Nursing Education Fund. Dr. Williams identified that the Linking Industry to Nursing Education (LINE) Fund allows for state universities to receive matching funds for every dollar contributed by a healthcare partner. Dr. Williams explained that the Board of Governors regulation (BOG Reg 8.008, Nursing Education), which governs the LINE funding, requires that Universities adopt regulations for the administration of the LINE Program. Dr. Williams further explained that the proposed new UWF regulation is intended to fulfill this last requirement and is aligned to the requirements set forth in the BOG regulation.
  - c. Chair White asked for a motion to approve the New UWF Regulation 5.070 Linking Industry to Nursing Education Fund.
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee James
    - iii. Motion passed unanimously.
4. ACA-4: Approval of New UWF Regulation 2.001 Post-Tenure Review
  - a. Chair White identified that Dr. Michelle Williams would be presenting the fourth action item.
  - b. Dr. Williams presented New UWF Regulation 2.001 Post-Tenure Review. Dr. Williams explained that the Florida Board of Governors Regulation 10.003, Post-Tenure Faculty Review, requires that each tenured State University faculty member undergo a comprehensive post-tenure review to ensure high standards of quality and productivity among the tenured faculty in the State University System. Dr. Williams identified that tenured faculty would undergo post-tenure review in the fifth year following their last promotion or their last comprehensive review, whichever is later.
  - c. Chair White asked for a motion to approve the New UWF Regulation 2.001 Post-Tenure Review.
    - i. Motion by: Trustee Hsu

- ii. Seconded by: Trustee James
  - iii. Motion passed unanimously.
- 5. ACA-5: Approval of Revised UWF Reg. 3.040 Textbook and Instructional Materials Affordability
  - a. Chair White ask Dr. Michelle Williams to present the fifth action item.
  - b. Dr. Williams discussed the Revised UWF Regulation 3.040 Textbook and Instructional Materials Affordability. Dr. Williams explained that the Florida Board of Governors Regulation 8.003 Textbook and Instructional Materials Affordability and Transparency was recently updated to require universities to maintain a database of required and recommended textbooks and instructional materials that is searchable by specified components and downloadable. Dr. Williams identified that the revisions to UWF Regulation 3.040 Textbook and Instructional Materials Affordability incorporate these changes.
  - c. Chair White asked for a motion to approve the Revised UWF Regulation 3.040 Textbook and Instructional Materials Affordability.
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee James
    - iii. Motion passed unanimously.
- 6. ACA-6: Approval of the 2023 UWF Textbook & Instr. Materials Affordability Report
  - a. Chair White moved to the sixth and last action items which was presented by Dr. Michelle Williams
  - b. Dr. Williams reviewed the 2023 UWF Textbook and Instructional Materials Affordability Report which is required by the Florida Board of Governors Regulation 8.003 to be submitted to the Chancellor of the State University System by September 30 each year. Dr. Williams explained that the University evaluated the cost for each course section, finding that 56% of all Fall 2022 course sections and 57.5% of all Spring 2023 course sections had instructional materials of no cost or low cost (\$20 or less per credit hour) to students. Dr. Williams stated that the University efforts to reduce the cost of textbooks and instructional materials include using OERs (Open Educational Resources), test-piloting

textbooks, deferring adoption of new editions where little substantive change exists, faculty development of their own course materials, and utilizing current online sources in place of textbooks. Dr. Williams also identified that the University Libraries continues to offer access to required print textbooks, resulting in students borrowing 3,942 textbooks 7,024 times in 2022-23. Finally, Dr. Williams explained that the state sets a compliance threshold at 95% for posting textbook and instructional materials 45 days prior to the first day of classes and that UWF had a Fall 2022 compliance rate of 100% and a Spring 2023 compliance rate of 100%.

- c. Chair White asked for a motion to approve the 2023 UWF Textbook and Instructional Materials Affordability Report.
  - i. Motion by: Trustee Hsu
  - ii. Seconded by: Trustee James
  - iii. Motion passed unanimously.

#### B. Information Item

##### 1. INFO-1: Summary of Degree Program Changes

- a. Chair White asked Dr. Michelle Williams to present the information item which was a summary of degree program changes. Dr. Williams explained that this information was listed as an information item because there were no new programs, deletion of programs, or significant modifications to programs that required board approval at this time.

### VI. Other Business

- A. Chair White identified that all agenda items had been discussed. Chair White asked if the committee members had any additional business to discuss. No other business was discussed.

### VII. Adjournment

**9:30 a.m.**

- A. Chair White thanked those in attendance for their participation. With no other business to discuss, Chair White adjourned the meeting at 9:30 a.m.

**Board of Trustees  
Academic Affairs Committee  
November 16, 2023**

Revised UWF Regulation 2.001 Post-Tenure Review

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**Recommended Action:**

Approval of Revised UWF Regulation 2.001 Post-Tenure Review

**Background Information:**

- UWF/REG 2.001 is being updated to reflect recent changes requested by BOG Staff upon their review of our regulation.
- Florida Board of Governors Regulation 10.003, Post-Tenure Faculty Review, requires that each tenured State University faculty member undergo a comprehensive post-tenure review to ensure high standards of quality and productivity among the tenured faculty in the State University System.
- UWF Regulation UWF/REG 2.001 Post-Tenure Review was developed to align with the requirements set forth in the BOG regulation.

**Implementation Plan:**

The proposed changes shall be effective upon approval. UWF/REG 2.001 revisions will be posted for 30-day public comment period that will complete prior to the December meeting.

**Fiscal Implications:**

None

**Relevant Authority:**

BOG Regulation 10.003 Post-Tenure Review

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**Supporting Documents:**

Notice of Amendment to Regulation UWF/REG 2.001 Post-Tenure Review

**Prepared by:**

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**Presenter:**

Michelle Williams, Vice Provost, Division of Academic Affairs



**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED AMENDMENT TO REGULATION**

**DATE:** October 26, 2023

**REGULATION TITLE AND NUMBER:** UWF REGULATION 2.001, Post-Tenure Review

**PURPOSE AND EFFECT:** The purpose of this amendment is to bring the regulation further into alignment with Florida BOG Regulation 10.003, Post-Tenure Faculty Review.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- Further defines supervisor for purposes of providing reviews
- Provides for exceptions to the timing of a faculty member's post-tenure review
- Clarifies materials to be reviewed by the dean
- Provides direction for appeals
- Clarifies items to be included in audit reports

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Reg. 10.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Gary Liguori, Provost

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Jessica Whittle, Paralegal, Office of the General Counsel at [jwhittle@uwf.edu](mailto:jwhittle@uwf.edu) or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



# Regulations

**Number:** UWF/REG-2.001  
**Title:** Post-Tenure Review  
**Responsible**  
**Department:** Office of the Provost

## I. General Statement

The purpose of the Post-Tenure Review is to ensure high standards of quality and productivity among the tenured faculty in the State University System. All tenured faculty at the University of West Florida (the “University”) are required to undergo a periodic post-tenure review. Post-tenure review is intended to recognize and honor exceptional achievement, affirm continued academic professional development, enable a faculty member who has fallen below performance norms to pursue a performance improvement plan and return to expected levels of productivity, and identify faculty members whose pattern of performance is unacceptable and inconsistent with professional standards.

## II. Timing and Eligibility

A. Each tenured faculty member shall have a comprehensive post-tenure review of five years of performance in the fifth year following the last promotion or the last comprehensive review, whichever is later. For faculty hired with tenure, the hire date shall constitute the date of the last promotion.

B. Tenured faculty in administrative roles (chairs, directors, or higher) shall be reviewed annually by their direct supervisors, supervisors, the dean or the Provost as applicable. Upon returning to a 1.0 FTE faculty role, these faculty shall undergo post-tenure review by the fifth year following a return to a full-time faculty appointment.

B-C. Exceptions to the timing of a faculty member’s post-tenure review may be made for extenuating, unforeseen circumstances. Exceptions granted to tenured faculty members shall be disclosed in the Provost’s report to the President and the Board of Trustees required by Section VI.

## III. Review Requirements

Tenured faculty are expected to meet expectations associated with assigned duties in research, teaching, and service. Positive sustained contributions are expected in all assigned work areas.

Percent effort in areas of assignment may vary as a career evolves. A decrease in effort and thus expectation in one category should be balanced with a concomitant increase in another category. Except in the case of significant other responsibilities, tenured faculty should retain a minimum of 10% (unless otherwise approved by the Provost) research, scholarship, or creative work.

- A. The comprehensive post-tenure review shall include consideration of the following:
1. The level of accomplishment and productivity relative to the faculty member's assigned duties in research, teaching, service, and other assignments including extension, clinical, and administrative assignments;
  2. The faculty member's history of professional conduct and performance of academic responsibilities to the University and its students;
  3. Any substantiated disciplinary actions in the personnel file including but not limited to the faculty member's non-compliance with state law, BOG regulations, and University regulations and policies; Unapproved absences from teaching assigned courses; Substantiated student complaints; and Other relevant measures of faculty conduct as appropriate.
- B. Criteria for rating faculty performance in work assigned shall be clarified by each college and department in terms tailored to the college and department disciplines through departmental bylaws and consistent with University standards. The criteria for rating faculty performance shall be initiated by unit faculty with final approval of the Provost.

Rating categories for Post-Tenure Review shall include the following University-level guidance:

1. Exceeds expectations – a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit.
2. Meets expectations – expected level of accomplishment compared to faculty across the faculty member's discipline and unit.
3. Does not meet expectations – performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement.
4. Unsatisfactory – failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable University regulations and policies.

#### **IV. Process Requirements**

- A. The faculty member shall complete a dossier demonstrating performance relative to assigned duties over the previous five years, along with highlighting relevant accomplishments, and submit the dossier to the appropriate department chair (or individual responsible for conducting the annual evaluation, such as program director, or designated supervisor; hereafter referred to as “chair”).
- B. The faculty member’s chair shall review (1) the faculty member’s university-designated dossier of expectations and accomplishments, (2) the last five years of work assignments and annual performance reviews by the chair, and (3) the faculty member’s disciplinary record in their personnel file covering the past five years.
- C. The faculty member’s chair shall provide a written assessment certifying the level of achievement and including, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review. The chair is not responsible for assigning a performance rating.
- D. The faculty member’s chair shall forward the dossier, work assignments and annual evaluations, and the chair’s letter to the dean of the college for review.
- E. The dean of the college shall ~~only~~ review ~~the all~~ materials ~~submitted provided~~ by the ~~candidate faculty member’s department to the chair and the chair’s letter~~.
- F. The dean of the college shall add to the materials a brief letter assessing the level of achievement during the period under review. The letter shall include any concerns regarding professional conduct, academic responsibilities, and performance. The letter shall also include the dean’s recommended performance rating using the criteria established by unit faculty and approved by the department head, dean, and Provost and the rating scale described above in section III.B.1.
- G. The dean of the college shall forward the packet and recommendation to the Provost for review.
- H. The Provost shall review the packet and the recommendation provided by the dean of the college. The Provost may consult with an advisory committee.
- I. With guidance and oversight from the University President, the Provost will rate the faculty member’s professional conduct, academic responsibilities, and performance during the review period. The Provost may accept, reject, or modify the dean’s recommended rating. Each faculty member reviewed will receive one of the performance ratings established in section III. B. 1. above.
- J. The Provost shall notify the faculty member, the faculty member’s chair, and the appropriate college dean of the outcome.

## V. Outcomes

- A. For each faculty member who receives a final performance rating of “exceeds expectations” or “meets expectations,” the appropriate college dean, in consultation with the faculty member’s chair, shall recommend to the Provost appropriate recognition and/or compensation in accordance with the faculty member’s performance and University regulations and policies. The Provost shall make the final determination regarding recognition and/or compensation.
- B. For each faculty member who receives a final performance rating of “does not meet expectations,” the dean, in consultation with the faculty member and the faculty member’s chair, shall propose a performance improvement plan to the Provost.
1. The plan must include a deadline for the faculty member to achieve the requirements of the performance improvement plan. The deadline may not extend more than 12 months past the date the faculty member receives the improvement plan. The Provost shall make final decisions regarding the requirements of each performance improvement plan.
  - ~~1.~~
  2. Faculty receiving a "does not meet expectations" rating on a Post-Tenure Review will enter into a performance improvement plan. The performance improvement plan will be developed by the chair in concert with the dean. The faculty member will be provided with an opportunity to provide input into the performance improvement plan. The performance improvement plan shall outline each of the areas needing attention and improvement. The performance improvement plan shall provide specific performance targets and a time period for achieving the targets not to extend more than 12 months past the date the faculty member receives the improvement plan. The performance improvement plan must be approved by the Provost. The chair will meet regularly with the faculty member to review progress toward meeting the performance targets. However, it is the responsibility of the faculty member to attain the performance targets specified in the performance improvement plan within the specified time frame and demonstrate competency in their position.
  3. Each faculty member who fails to meet the requirements of a performance improvement plan receives a final performance rating of “unsatisfactory” and shall receive a notice of termination from the Provost, pursuant to applicable University processes.
- C. Final decisions regarding post-tenure review may be appealed under this regulation or the applicable collective bargaining agreement. Pursuant to Section 1001.741, Fla. Stat., the decision may not be appealed beyond the President or designee and is not subject to arbitration.

## VI. Monitoring and Reporting

### A. Annual Report

The Provost shall report annually to the President and Board of Trustees (“BOT”) the outcomes of the post-tenure review process for the prior fiscal year.

### B. Audit

1. Beginning January 1, 2024, and continuing every three years thereafter, the Chief Audit Executive or designee must audit the post-tenure review process for the prior fiscal year. A final report of the audit must be presented to the BOT by the Provost or the Chief Audit Executive by July 1.
2. The audit report must include:
  - a. The number of tenured faculty in each of the four performance rating categories;
  - b. The University’s response, ~~if any, in to each faculty member’s rating incases of~~ each category; and
  - c. Any findings of non-compliance with applicable state laws, BOG regulations, and University regulations and policies.
3. The BOT shall review the audit report at its next regularly scheduled meeting of the full board after the report is finalized by the Chief Audit Executive. The BOT shall consider the report and adopt it on its action item agenda.
  - a. If the University is in compliance, then a copy of the adopted audit report shall be provided to the BOG.
  - b. If the University is not in compliance, then the Chief Audit Executive must present the report to the BOG at its next regularly scheduled meeting.

**Effective Date:** ~~September 14, 2023~~[date]

**Authority:** BOG Regulation 10.003, Post-Tenure Faculty Review

**History:** Adopted September 14, 2023; ~~revised~~ [date]

**Last review:** September 2023

**Board of Trustees  
Academic Affairs Committee  
November 16, 2023**

Academic Program Reviews for the 2023-2024 Academic Year

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**Recommended Action:**

None

**Background Information:**

The University of West Florida (UWF) requires the review of all academic programs on a seven-year cycle. UWF Policy AC-07.00-06/09, Academic Program Review Policy, details the requirements of the program review process that is designed to assess and improve academic programs. Where appropriate, program reviews are carried out in conjunction with accreditation reviews. The results of program reviews are expected to inform strategic planning, program development, and resource decisions. Among the key components of academic programs reviews are:

- Appropriate input from external experts;
- Review of the mission(s) and purpose(s) of the program within the context of the UWF mission;
- Establishment of teaching, research, service, and other program goals and objectives;
- Emphasis on assessing student learning outcomes, especially as related to the program's Academic Learning Compact;
- Review of current strengths and challenges of the program;
- Summary of recommendations and/or proposed action plans made as a result of the review.

**Implementation Plan:**

None

**Fiscal Implications:**

Program review costs are funded through the Office of the Provost.

**Relevant Authority:**

University Policy: AC-07.00-06/09 Academic Program Review Policy

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**Supporting Documents:**

1. 2023-2024 Academic Program Review Schedule
2. AC-07.00-06/09 Academic Program Review Policy

**Prepared by:**

Michelle Williams, Vice Provost, Division of Academic Affairs, 850.474.2035, [mwilliams@uwf.edu](mailto:mwilliams@uwf.edu)

**Presenter:**

Michelle Williams, Vice Provost, Division of Academic Affairs



## 2023-2024 Academic Program Review Schedule

College	Academic Program	Degree Level	CIP Code
College of Arts, Social Sciences and Humanities	Music Teacher Education	Bachelors	13.1312
College of Arts, Social Sciences and Humanities	General Studies	Bachelors	30.0000
College of Arts, Social Sciences and Humanities	Music - Music and an Outside Field	Bachelors	50.0903
College of Arts, Social Sciences and Humanities	Music - Music Performance	Bachelors	50.0903
Hal Marcus College of Science and Engineering	Environmental Science	Bachelors	03.0104
Hal Marcus College of Science and Engineering	Environmental Science	Masters	03.0104
Hal Marcus College of Science and Engineering	Information Technology	Bachelors	11.0103
Hal Marcus College of Science and Engineering	Information Technology	Masters	11.0103
Hal Marcus College of Science and Engineering	Mechanical Engineering	Bachelors	14.1901
Hal Marcus College of Science and Engineering	Engineering Technology	Bachelors	15.0000
Hal Marcus College of Science and Engineering	Biology	Bachelors	26.0101
Hal Marcus College of Science and Engineering	Biology	Masters	26.0101
Hal Marcus College of Science and Engineering	Biomedical Sciences	Bachelors	26.0102
Hal Marcus College of Science and Engineering	Marine Biology	Bachelors	26.1302
Hal Marcus College of Science and Engineering	Sciences, Interdisciplinary (Zoo Science)	Bachelors	30.0101
Hal Marcus College of Science and Engineering	Physics	Bachelors	40.0801
Hal Marcus College of Science and Engineering	Geographic Information Science Administration	Masters	45.0702
Usha Kundu, MD College of Health	Health and Physical Education	Bachelors	31.0501
Usha Kundu, MD College of Health	Health, Leisure and Exercise Science	Masters	31.0501
Usha Kundu, MD College of Health	Exercise Science	Bachelors	31.0505
Usha Kundu, MD College of Health	Healthcare Administration	Masters	51.0701





# Policy

**UNIVERSITY POLICY**     **AC - 07.00 - 06/09**

**TO:**                             University of West Florida Community

**FROM:**                         Dr. Judith Bense, President

**SUBJECT:**                     Academic Program Review Policy

**REFERENCE:**                 Florida Board of Governors Regulation

**8.015 Responsible Office:**    Academic Affairs

## **Academic Program Review**

### **I. Statement of Intent**

- A. Academic program reviews are designed to periodically analyze how degree programs provide students with high quality education and preparation for success in our global economy. Well aligned with regional and discipline-specific accreditation expectations, program review processes in the State University System emphasize the assessment of student learning outcomes and continuous program improvement.
- B. The Florida Board of Governors requires the cyclic review of all academic degree programs in State universities at least every seven years. Program reviews must document how individual academic programs are achieving stated student learning and program objectives within the context of the university's mission, as illustrated in the academic learning compacts. The results of the program reviews are expected to inform strategic planning, program development, and budgeting decisions at the university level and, when appropriate, at the state level.
- C. The Florida Board of Governors expects university personnel to ensure that program review processes and summary reports are of high quality and that they comply with the expectations outlined in Florida Board of Governors and university regulations.

### **II. Program Review Schedule**

- A. The University of West Florida, hereinafter referred to as "the university," shall establish and maintain a seven-year schedule for submission of program review summary reports for every degree program within the cycles established by the Florida Board of Governors.
  - B. The university's program review schedule shall ensure that all programs receive sufficient review, with appropriate input from external experts, within the established seven-year cycle. Exceptions to the seven-year cycle may be

negotiated with the Florida Board of Governors to align a review with a specialized accreditation cycle. The university shall submit its program review schedule to the Office of Academic and Student Affairs of the Florida Board of Governors according to the timetable established by the Florida Board of Governors.

UL Program Review Procedures and Guidelines

- A. The university must establish and publish clearly defined procedures and guidelines for reviewing academic degree programs during each seven-year cycle for the purpose of ensuring continuous program improvement.
- B. The university's program review and continuous improvement processes must include the following components as identified in the Florida Board of Governors program review regulation:
  1. The review of the mission(s) and purpose(s) of the program within the context of the university mission and the Florida Board of Governors' Strategic Plan;
  2. The establishment of teaching, research, service, and other program goals and objectives, including expected outcomes, particularly in the area of student learning;
  3. An assessment of:
    - (a) how well program goals/objectives are being met;
    - (b) how well students are achieving expected learning outcomes;
    - (c) how the results of these assessments are used for continuous program improvement; and
    - (d) the sufficiency of resources and support services to achieve the program goals/objectives.
  4. For baccalaureate programs, a review of lower level prerequisite courses to ensure that the program is in compliance with State-approved common prerequisites and (if appropriate) a review of the limited access status of the program to determine if such status is still warranted.
  5. The university may require additional components for program reviews beyond those required by the Florida Board of Governors. Such additional program review components shall be identified in the university's program review procedures and guidelines.
- C. When requested by the Florida Board of Governors, the university shall submit its program review procedures and guidelines to the Office of Academic and Student Affairs of the Florida Board of Governors.

- D. The university must electronically submit revisions to its program review procedures and guidelines to the Office of Academic and Student Affairs of the Florida Board of Governors by December 15 of each year of the cycle.

#### IV. Program Review Summary Reports

- A. A program review summary report must be completed for every program review that is conducted during each program review cycle. Each summary report must include the following components identified in the Florida Board of Governors program review regulation, Florida Board of Governors Regulation 8.015:
  - 1. The CIP/degree combinations for the program that is reviewed;
  - 2. An electronic copy of the current Academic Learning Compact for each reviewed baccalaureate program;
  - 3. An indicator identifying whether or not the program review was conducted in conjunction with any external reviews (e.g., accreditation reviews);
  - 4. The date of the last review of this program;
  - 5. A brief description of major changes made since the previous program review;
  - 6. A summary and evaluation of assessment procedures used by the program;
  - 7. A summary and evaluation of the use of assessment evidence for continuous improvement of the program;
  - 8. A summary of the current strengths of the program;
  - 9. A summary of the current weaknesses of the program;
  - 10. A summary of the recommendations and/or proposed action plans made as a result of the review;
  - 11. An official signature of the university provost that will verify that the program review included all of the processes outlined in the Florida Board of Governors program review regulation and was conducted according to approved university regulations, procedures, and guidelines.
- B. The university may require additional components for program review reports beyond those required by the Florida Board of Governors. Such additional program review report components shall be identified in the university's program review procedures and guidelines.

C. A copy of all full program review reports must be maintained at a campus location specified by the university provost.

V. Program Review Summary Report Submission

A. The university must provide its schedule for submission of program review summary reports in a prescribed electronic format to the Office of Academic and Student Affairs of the Florida Board of Governors by December 15 of each year of the cycle.

B. For each program review conducted during a program review cycle, a program review summary report must be electronically submitted to the Office of Academic and Student Affairs of the Florida Board of Governors during the year in which the summary report is scheduled for submission.

Approved By: Dr. Judith Bense, President

Date: 7/6/09