

## **Report on Program Review for Kansas State University FY 2013**

All degree programs at Kansas State University are reviewed once every eight years, according to the policies of and using the standards set by the Kansas Board of Regents. In addition, graduate programs are reviewed internally at mid-cycle (i.e., after four years), thus being reviewed twice in the eight year cycle. The way that our program review schedule worked out over the past eight years, all of our programs were actually reviewed in the seven years from FY 2006 to FY 2012. In FY 2013, we took the opportunity to examine our process of program review for areas of improvement. Below is a description of the new process.

### **Steps in the New Program Review Process**

Our program review process includes the following steps:

1. Data are shared with coordinators from each college having programs to review. Coordinators work with departments to use data to prepare Program Review Reports.
2. Program Review Reports include the following:
  - a. Listing of degrees offered by the department
  - b. The departmental purpose, including its mission and the centrality of the department and its programs to the college, university, and state of Kansas, as well as a discussion of the program's uniqueness to the college, university, state, Regents system, and the nation.
  - c. A description of the academic programs offered by the department, including its facilities, resources or services, its contribution to general education, and its role in providing instructional services to students outside the department.
  - d. An evaluation of the program faculty, including a description of the quality of the faculty teaching, research/scholarship, service and outreach activities.
  - e. An evaluation of the academic programs, including the quality of the degree, the quality of the students, the student demand for the degree, and the employment demands for graduates.
  - f. A discussion of the cost effectiveness of the program, in terms of number of majors, student credit hours generated, and grants received relative to the number of faculty and necessary infrastructure to produce a high quality degree.
  - g. A comparison of the five-year average number of majors and degrees conferred per year to the Kansas Board of Regents minimum guidelines.
3. The Office of Planning and Analysis receives Program Review Reports and prepares the two-page program reports and the five-page Institutional Overview Report, summarizing all programs that have undergone program review during the year, as well as a one-page Institutional Estimate of the Fiscal Implications of the results of the review.
4. If a program does not meet the minimum standards set by the Kansas Board of Regents, more recent data are examined. After reviewing all data, an explanation is provided (monitor for program improvement, research support program, etc.) as well as a recommendation (continue, enhance, additional review, or discontinue).
5. Final reports are shared with college coordinators, the Graduate School (if a graduate program), and the Provost's Office, represented by the Associate Provost for Institutional Effectiveness. Deans are made aware of programs that do not meet KBOR minima. Final reports are then submitted to the KBOR.

**Fiscal Implications of the Program Review Process from FY 2009-2012**

During the FY 2009-12 timeframe, five programs were discontinued -- two associates degrees, two bachelor degrees, and one secondary major. The two bachelor degrees (in Professional Pilot and Aviation Maintenance in Salina) were changed to sub-plans within another major, so courses are still being taught for those areas. The discontinued associates programs and secondary major were in the college of Arts and Sciences. None of these changes had any fiscal implications for the colleges involved, as the resources (faculty and courses) that were used for the discontinued programs are also used for productive degree programs in the same colleges.