

Program Prioritization Process

March 14, 2008 UPDATE, Prioritization Task Force

Approximate dates are included under each step of the process.

1. Task Force representatives meet with the Senate Executive Committee and representative from the CFA to explain the draft prioritization process and gather input.
The first week of February
2. Task Force representatives vet the proposed prioritization process with the Academic Senate, the colleges (through their respective Councils of Chairs), the Staff Council, the Associated Students, and the HSU Alumni Association. (Elsewhere in this document, we use the collective term *All Interested Parties* to refer to this same listing of groups.)
The first two weeks of February
3. Concurrent with the vetting of the proposed prioritization process, the Task Force charges the following campus groups to recommend the criteria against which academic programs will be measured:

- Committee on Education Policies
- University Curriculum Committee
- Faculty Affairs Committee
- Graduate Council
- Staff Council
- Associated Students
- Academic Deans

The academic programs for evaluation against criteria are those which lead to an undergraduate major or minor, certificate, credential, or a graduate degree. The task force will confirm the list of programs for each department. Other academic programs, such as those addressing remediation, general education, service to other programs, etc., will be addressed as part of an overview report on the academic activities of an academic department or unit. General education programs have been repeatedly reviewed for quality and efficiency for several years, and thus will not be reviewed against the program criteria generated through the prioritization process. The charge from the Task Force will contain sample sets of criteria from the book by Dickeson (Prioritizing Academic Programs and Services, 1999) and from prioritization work elsewhere on university campuses.

The charge is sent to the committees by February 8.

The criteria are due back to the prioritization Task Force by February 22.

4. Based on the recommendations of the campus groups listed under 3, the Task Force forms and publishes a set of draft criteria. All Interested Parties are asked to provide feedback and to recommend weights for the criteria.
The Task Force posts the draft criteria by March 14.
All interested parties submit recommendations on the criteria and weights for the criteria by April 2.
5. Based on campus input, the Task Force posts a draft of criteria and their associated weights, and gathers additional input from All Interested Parties, including from a Task Force-organized town hall meeting.
The Task Force draft of criteria and weights is posted by April 9.
The town hall meeting is on or about April 16.

All feedback on criteria and weights is due by April 23

6. The Task Force posts the final draft of the criteria and their weights. The Task Force then calls for reports on each identified academic program, and for department reports that summarize the breadth of departmental academic activities. The call from the Task Force will include a statement on the values and principles of prioritization, templates for preparation of program reports and departmental reports, and conventions on the types and sources of data that may be used to support program and departmental reports. Task Force members begin training sessions for program leaders and department chairs, and provide assistance to programs with special circumstances (e.g., accreditation standards, no home department, etc.)

The call for reports to academic units is made by April 30.

Institutional Research and Data Analysis makes appropriate data available to academic programs by April 30.

Training sessions for program leaders and department chairs begin the first week in May. Training is repeated in Late August.

7. Academic departments and programs write reports and submit copies of them to the Task Force and to the appropriate College Dean or program administrator. These reports must be signed by department chairs and faculty (as stipulated in department by-laws) as for “program reviews.”

Program reports are due September 22.

8. Each college will review the reports submitted from their own programs. Through a consultative process, each college will appoint a review committee consisting of generally not less than 10 members including faculty, staff, undergraduate and graduate students. Review committees should reflect the diversity of the college’s undergraduate and graduate programs.

The University Curriculum Committee is assigned to review programs not living in any one college: including interdisciplinary studies, liberal studies, and the College Faculty Preparation Program. The appropriate administrators will also review these programs.

Plans for formation of review committees are to be completed by the College Deans through the Council of Chairs by the end of the spring 2008 semester. Review committees are formed by September 2.

9. The task force will train “review committees” and college deans to **score** programs against the weighted criteria, to **sort** these programs into one of four mutually exclusive categories: (I) Enhance Resource Allocation, (II) Maintain Resource Allocation, (III) Reduce Resource Allocation, (IV) Reorganize or Discontinue; and to **rank** programs within categories. There are no quotas for these categories.

The training of review committees will be during the first two weeks of September.

10. Each program will be evaluated by the college review committee (or UCC) and the Dean (or appropriate administrator) of the college in which the program is administered. The scores, categories, and rankings from these reviews are forwarded to the Task Force.

Review committee work is to be completed by November 15.

11. The Task Force, independent of other reviews, applies the criteria to all program reports, calculates scores for each program, and sorts programs into categories at a university-wide level.

The Task Force reviews are to be completed by November 15.

12. Task Force uses data from all sources (college review committees, deans, task force) to determine a revised university-wide scoring, sorting, and ranking of all academic programs.
The Task Force initial rankings are due December 15.
13. The Task Force will vet their initial rankings with college deans (or other administrators, as appropriate). The Deans (or other administrators, as appropriate) will relay rankings to programs and will consult with appropriate department chairs, who may provide a written response if they so choose.
The consultations occur in January and into the first week of February, 2009
14. The college Deans meet with the Task Force to discuss the consultations and written responses from individual programs. The Task Force revises preliminary rankings if justified and appropriate.
Final reports of reactions are sent from departments to Deans and to the Task Force by February 9, 2009.
15. The Task Force sends a final report to the provost in which the results of the prioritization process are summarized and recommendations for monitoring and evaluating the effects of the prioritization process are made. The provost distributes this report to the campus community, Academic Senate, Staff Council, and Associated Students to develop recommendations for action.
The final prioritization report from the task force is due to the Provost by the end of February.
16. Actions taken by faculty and administration as a result of the prioritization process will follow existing campus policies and procedures.

Summary Timeline

Spring semester 2008 to develop & vet process and criteria

Develop draft sketch of proposed Prioritization Process;	February and March
Develop Program Review Criteria, and Criteria weights	April 9
Distribute Proposed process, criteria and timeline to campus	April 16
Town Hall Meeting	April 30
Call for Program Reports	April 30
Institutional research supplies data to academic programs	May
Help sessions for writing reports	May
Departments begin drafting reports	May

Fall semester 2008 to write reports, score and rank

General training for college review committees	September
Program reports are finalized	August/September
Program Reports due	Sept. 22
College, Dean, and Task Force review and ranking process	Mid Sept. – Mid Nov.
Initial Task Force ratings/rankings submitted to deans	Dec. 15
Response from chairs to deans to Task Force	Feb. 9, 2009
Final Task Force Report to Provost	February 28, 2009