

Academic Program Review Checklist

Arkansas Code §6-61-214 requires that the Arkansas Higher Education Coordinating Board (AHECB) review existing academic programs. All certificate and degree programs offered by public colleges and universities in Arkansas will be reviewed every 7 – 10 years. Institutional program review schedules are on file at ADHE, and any schedule change must be submitted to ADHE.

- I. Accredited/licensed/state certified programs will follow the usual review practices and schedule of the accrediting/approval body.
 - A. The site team's written evaluation and/or approval documentation and institutional response will be sent to ADHE.
 - B. Comments/concerns addressed by the accrediting/licensing/approval body should be addressed in writing and sent to ADHE along with the written evaluation and/or approval documentation.
 - C. The two documents listed above should be sent to ADHE within six weeks of receipt of the written evaluation.

- II. Academic programs which are not program-specific (accredited/licensed/state certified) will be reviewed by external reviewers/consultants.
 - A. Institutions will select a minimum of two out-of-state reviewers affiliated with programs that are similar in mission and scope to the program under review.
 - B. At least one consultant is required to conduct a site visit and meet with program faculty, students, and administrators.
 - C. For undergraduate career and technical education (CTE) programs, one reviewer will be a local industry expert (not affiliated with the institution) to conduct an on-site evaluation of the programs. An out-of-state CTE faculty consultant/reader also will review the self-study documents, industry experts' recommendations, and program curricula.
 - D. The consultants' written evaluation and institutional response will be sent to ADHE within six weeks of receipt of the written evaluation.

Required Information:

- I. Name and credentials of the external reviewer(s)/consultants must be included with the external reviewer(s)/consultant(s)' report;
- II. List of the degree programs that were reviewed must be in the report, e.g., not just the College of Business, but specifically BSBA Accounting, BSBA Marketing, etc.;
- III. **The external reviewers/consultants must get together and submit one report to the institution;** and,
- IV. The institutional response must address comments/concerns addressed in the reviewer(s)/consultant(s)'s written evaluation and provide to ADHE a plan of action/timeline (not just a statement accepting the report and acknowledging that the reviewers' comments/concerns will be addressed).

ADHE will submit an annual report on academic program review to the AHECB.