

# PERIODIC PROGRAM REVIEWS (PPR) INFORMATION SESSION

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19 May 2022

# OBJECTIVES

- Discuss USM Guidelines
  - External Reviews
  - Extensions
- PPR Process & Schedule
- Q & A

# USM GUIDELINES

External Reviews

Extension Requests

# USM: GUIDELINES FOR **EXTERNAL REVIEW** OF EXISTING ACADEMIC PROGRAMS

Preamble: External review of existing academic programs is a standard practice in higher education. The purpose of external review is to garner additional perspectives on program strengths and weaknesses from academics and professionals in the field or a closely related field who are affiliated with other institutions.

- The review of existing academic programs shall include both **self-study (internal review)** and **external review**.
- As much as possible, the institution should link its reviews of existing academic programs to specialized accreditation processes and dates. An external review associated with reaffirmation of specialized accreditation or with initial accreditation may, **if completed within one year of the review date**, satisfy the external review requirement.
- When review of the academic program will not occur as part of the specialized accreditation process, each institution should develop its own process for garnering external reviews. The method for identifying and selecting specific individuals who will serve as external reviewers should be determined.
- External reviews may consist of **written responses to the self-study and supporting documents** and/or **may include on-campus visits during which team members interview students, faculty, and administrators**.
- The final product from external reviewers should be a report that **explicitly identifies program strengths and suggests improvements**.

Available at: <[https://www.usmd.edu/usm/academicaffairs/academic\\_programs/extrevguide21802.htm](https://www.usmd.edu/usm/academicaffairs/academic_programs/extrevguide21802.htm)>

## USM: **EXTENSIONS OF PPR**

If you have a compelling reason to submit an extension request, please complete the form provided on 11 May 2022 and return it to the Office of the Provost (Please cc Ms. Drayton).

- Requests for extension will go to the Provost, and if approved internally, will be forwarded to USM.
  - \*USM makes all final decisions regarding extensions.
- USM considers each PPR Extension request individually and requires a **compelling** rationale for each request.
- USM has asked UMES to submit all extension requests together, before the deadline.
- If you request an extension and the USM grants one, your PPR would be moved to 2023.
- **Requests are due to the Office of the Provost by the end of the day 27 May 2022.**

# PPR PROCESS & SCHEDULE

PPR Process

PPR Schedule

PPR Academic Affairs Materials

# UMES PPR PROCESS (6 STEPS)

A full version of these steps were emailed on 11 April 2022.

- *Step 1: Identification and Confirmation of **External Reviewer** (ASAP)*
- *Step 2: Preparation and Submission of the **Self-Study Report** (prepared and proofed by the Chair and Dean)*
- *Step 3: **Evaluation of the Self-Study Report** by External Reviewer (Overseen and arranged by the Department and School.)*
- *Step 4: Preparation of the **Draft USM Periodic Program Review (PPR) Report***
- *Step 5: Review of the **Final USM PPR Report** by the Dean, Vice Provost, and Provost*
- *Step 6: Submission of the **Final USM PPR Report** by Office of the Provost*

The Office of the Provost has funding to support External Reviewers; however, please submit a brief budget to the Provost before securing a contract with the External Reviewer.

# UMES SCHEDULE

Date	Action
Apr 2022	PPR materials arrive from USM—Distributed to UMES chairs and deans
Friday, 29 Apr 2022	USM PPR Master Calendar and PPR Personnel List due
Thursday, 19 May 2022	UMES PPR Information Session
Friday, 27 May 2022	Request for PPR Extension due to Provost Office
Jun 2022	UMES submits PPR Extension requests & revised Master Calendar to USM
Jun 2022	UMES PPR Information Session
Jul 2022	UMES PPR Information Session
Aug 2022	UMES PPR Information Session
Thursday, 1 Sep 2022	(End of Step 4): Chair submits clean drafts of USM PPR report to Dean, Vice Provost, Provost
Thursday, 8 Sep 2022	Dean, Vice Provost, Provost provide concerns, questions, comments, corrections to Chair, if applicable
Thursday, 15 Sep 2022	(End of Step 5): Chair submits revised and proofed final USM PPR report to Dean, Vice Provost, Provost
Thursday, 22 Sep 2022	(End of Step 6): UMES (Office of the Provost) submits completed USM PPR report to the USM



# ACADEMIC AFFAIRS MATERIALS

- The Office of the Provost and Vice President will provide an electronic copy of the last USM PPR report for the program, if available.
  - This Data and Information includes:
    - 5-Year Fall Enrollment by Program
    - 2007-2022 Degrees Conferred by Major
    - HEGIS & CIP Codes
    - Prior PPR (if available)
- Academic Affairs is in the process of collating that information currently.

Q & A

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**THANK YOU!**

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