

**PERIODIC PROGRAM REVIEWS(PPR)  
INFORMATION SESSION—  
THE TEMPLATES**

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Office of the Provost and Vice President for Academic Affairs

7 June 2022

# OBJECTIVES

- UMES Schedule
- Reminder: USM Guidelines & Process
- USM 2022 Format for Reports on Periodic Review of Academic Programs
  - UMES submits final version to USM
- UMES 2022 Academic Program Review Self-Study
  - Internal review
- Q & A

# 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
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# USM GUIDELINES

# 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)>

# 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.

**USM 2022 PERIODIC PROGRAM  
REVIEW REPORT TEMPLATE**

# 2022 FORMAT FOR REPORTS ON PERIODIC REVIEW OF ACADEMIC PROGRAMS

2022 Format for Reports on Periodic Review of Academic Programs

**SECTION I: PROGRAM AND INSTITUTION DEMOGRAPHICS**

A. Institution: \_\_\_\_\_  
 B. HEGIS Code: \_\_\_\_\_  
 C. CIP Code: \_\_\_\_\_  
 D. Degree / Certificate Level – Check the appropriate degree level for the program being reviewed and indicate the name of the degree or certificate type offered on the line:  
 Bachelor's: \_\_\_\_\_ (BA, BS, etc.)  
 Master's: \_\_\_\_\_ (MA, MS, MBA, MEd, MPH, MSN, etc.)  
 Combined Master's/Doctorate: \_\_\_\_\_ (MS/Ph.D., MEd/Ed.D., MSH/DNP, etc.)  
 Doctorate: \_\_\_\_\_ (Ph.D., Ed.D., DNP, PharmD., etc.)  
 Certificate: \_\_\_\_\_ (LDC, UDC, PBC, PMC, CAS, etc.)  
 E. Title of the Program reviewed (No Abbreviations or Acronyms): \_\_\_\_\_  
 F. Academic Department (No Abbreviations or Acronyms): \_\_\_\_\_  
 G. Academic College / School (No Abbreviations or Acronyms): \_\_\_\_\_

**SECTION II: EXTERNAL REVIEW PROCESS**

A. Year in which the program review process was completed: \_\_\_\_\_  
 B. Is the external review a result of an Accreditation Self-Study? \_\_\_\_Yes \_\_\_\_No.  
 If, yes, indicate the full name of the accrediting organization. No Abbreviations or Acronyms \_\_\_\_\_  
 C. List the Name(s) and Affiliation(s) of the External Reviewer(s): \_\_\_\_\_

**SECTION III: ENROLLMENTS AND DEGREES AWARDED FOR EACH OF THE PAST FIVE YEARS IN THIS PROGRAM**

A. Enrollment – Fall Program Headcount For Each Of The Following Years:

Undergraduate Enrollment (Bachelor's)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Graduate Enrollment (Master's)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Revised 3-31-2022 1

- Final draft is submitted to the USM by the Provost's Office
- Department can complete Sections I-III (*Some information already provided*)
- Use self-study and external reviewer reports to complete Sections IV and V
- Do:
  - Type directly into the report template
  - Provide the specific information that is requested
  - Address Section 5, Sub-Section A.2 if program is considered low productivity
- **Note: Do not change the template**



# 2022 FORMAT FOR REPORTS ON PERIODIC REVIEW OF ACADEMIC PROGRAMS

Graduate Enrollment (Combined Master's/Doctorate)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Graduate Enrollment (Doctorate)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Certificate Enrollment				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

**B. Degrees Awarded - For The Fiscal Years As Follows:**

Undergraduate Degrees Awarded (Bachelor's)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Graduate Degrees Awarded (Master's)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Graduate Degrees Awarded (Combined Master's/Doctorate)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Graduate Degrees Awarded (Doctorate)				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

Certificates Awarded				
Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021

**SECTION IV: SUMMARY OF THE INTERNAL AND EXTERNAL REVIEW**

- A. Brief summary of internal self-study review findings.
- B. Brief summary of external review recommendation(s) for action. If a regional or programmatic accrediting organization provided the external review, please indicate the organization and the context in which the review occurred.

**SECTION V: DEPARTMENTAL / COLLEGE OR SCHOOL / INSTITUTIONAL ACTION PLAN**

- A. Brief summary outlining action plan to address recommendation(s):
  1. Mechanism for follow-up and assessing the progress of the recommendation(s).
  2. Low enrollment and low degree productivity programs:
    - a) List the special circumstances that impact low enrollment and/or low degree productivity in this program;
    - b) Briefly explain why this program with low enrollment and/or low degree productivity should be continued at this time (i.e. its connection to or support of another program); and
    - c) Outline clearly the plan and progressive timelines to increase enrollment and/or degree productivity in this program such that it remains viable.

\* For this review period please complete the information as indicated if the program has low enrollment and/or is demonstrating low degree productivity in accordance to the MHEC Definition of Low Degree Productivity.

**MHEC Definition of Low Degree Productivity:**

Bachelor's: < 5 in most recent year or a total of 15 in last three years

Master's: < 2 in most recent year or a total of 6 in last three years

Doctorate: < 1 in most recent year or a total of 3 in last three years

**SECTION VI: INSTITUTION SUBMISSION INFORMATION**

Submitted by:

Date of Submission:

Contact Information:

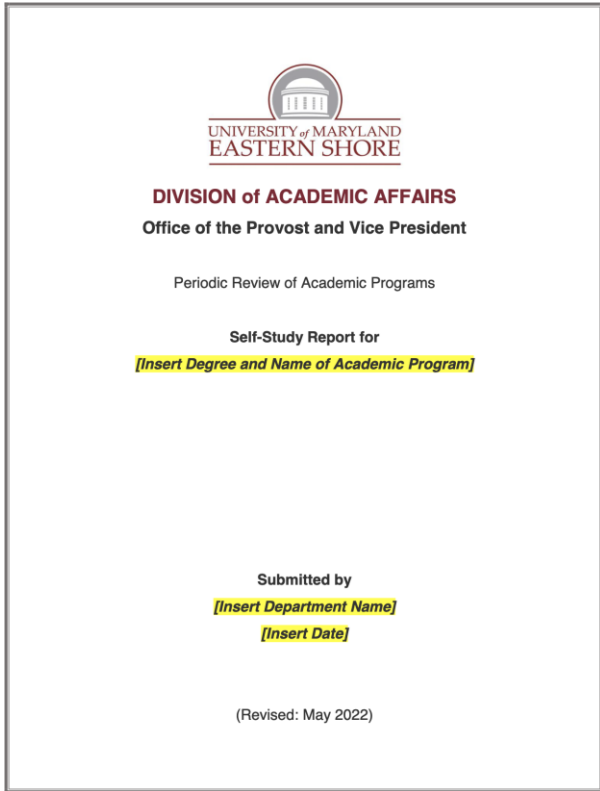
- a) Name:
- b) Email:
- c) Office Phone:

## ACADEMIC AFFAIRS MATERIALS (INFORMATION ALREADY PROVIDED)

- 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.

**UMES 2022 ACADEMIC PROGRAM  
REVIEW SELF-STUDY**

# UMES ACADEMIC PROGRAM REVIEW SELF-STUDY



The image shows the cover page of a self-study report. At the top center is the University of Maryland Eastern Shore logo, which consists of a circular emblem with a building and the text 'UNIVERSITY of MARYLAND EASTERN SHORE'. Below the logo, the text reads 'DIVISION of ACADEMIC AFFAIRS' and 'Office of the Provost and Vice President'. The next line is 'Periodic Review of Academic Programs'. Below that is 'Self-Study Report for' followed by a yellow highlighted box containing the text '[Insert Degree and Name of Academic Program]'. Further down is 'Submitted by' followed by two yellow highlighted boxes: '[Insert Department Name]' and '[Insert Date]'. At the bottom, it says '(Revised: May 2022)'.

UNIVERSITY of MARYLAND  
EASTERN SHORE

**DIVISION of ACADEMIC AFFAIRS**  
Office of the Provost and Vice President

Periodic Review of Academic Programs

Self-Study Report for  
**[Insert Degree and Name of Academic Program]**

Submitted by  
**[Insert Department Name]**  
**[Insert Date]**

(Revised: May 2022)

- Based on internal review by academic department
- Intended to be reflective and meaningful process
- Six core areas to be examined
- All questions and statements *do not* need to be answered or addressed
- Submit draft self-study to Dean for review and feedback
- Submit final self-study to External Reviewer, Dean, and Vice Provost

# UMES ACADEMIC PROGRAM REVIEW SELF-STUDY SUGGESTED POINTS OF FOCUS

## I. Strategic Direction

- Mission and vision
- Description of department's majors and concentrations
- Key challenges (up to 3) and how department is addressing these challenges
- Enrollment trends and changes over time
- Sustainability of program based on enrollment
- Department aspirations *or* short, intermediate, and long-term goals

## 2. Academic Excellence

- Structure of program curriculum and rationale for design
- Curriculum revisions in the last three years, reason for change(s), and intended impact
- Program learning objectives, evaluation of their achievement by students, and use of evaluation information
- Relevance and contemporary nature of curriculum
- Key comparator programs at other institutions and how UMES program compares

# UMES ACADEMIC PROGRAM REVIEW SELF-STUDY SUGGESTED POINTS OF FOCUS

## 3. Discovery, Scholarship, & Creative Practice

- Major research areas in department and program
- Current and emerging research themes within discipline and alignment of department with these themes
- Amount of research funding acquired over past 5 years by department and source(s) of funding
- Measurement of research impact and how it compares with program peers
- Faculty achievements since last program review

## 4. Student Experience

- Support department provides to students
- Description of department orientation program for majors
- Summary of opportunities provided by department for students and faculty to engage with one another
- Post-graduation successes
- Use of students to strengthen academic programs and department
- Student satisfaction data collected by department and use of data

# UMES ACADEMIC PROGRAM REVIEW SELF-STUDY SUGGESTED POINTS OF FOCUS

## 5. Service and Engagement

- Department efforts to promote civic engagement and service among students, faculty, and staff
- Service-learning opportunities provided or promoted by department
- Role of alumni, advisory boards/committees, and employers in supporting, evaluating, and strengthening academic program

## 6. Human, Physical, and Financial Resources

- Faculty size and composition
- Change in faculty/staff mix since last program review and impact of change
- Adequacy of current faculty/staffing levels
- Current workload of full-time faculty
- Faculty professional development support provided by department
- Use of adjunct/part-time faculty in department and programmatic activities
- Total operating budget and its adequacy
- Department contributions to ensure financial viability of program
- Relevance and sufficiency of physical resources

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