

**Plan for Academic Program Review
Virginia Military Institute
February 2011**

Academic Program Review is intended to contribute to the overall improvement of VMI's educational programs. The program is designed to indicate areas of achievement as well as areas that may require attention, including the utilization of resources. Its purpose is to facilitate positive change and offer all programs the opportunity to orient their activities according to professional standards and Institute needs.

To prepare for the program review each department or program will develop a program review plan that will provide the details of the program review including review objectives, suggested composition of the external review committee, an updated mission statement and strategic goals and objectives which support the VMI Strategic Plan, a summary of both the recommendations of the previous external review and the department's responses to them, **and any initiatives resulting from an off-site visit.** The plan is due for the Dean's review with the submittal of the annual report by 1 June of the academic year preceding the year of review.

The program review schedule through 2020 is presented in the Table 1. Program review will correspond to the six-year ABET review cycle scheduled for the three engineering departments and Computer Science and to the five-year AACSB review cycle scheduled for Economics & Business. All other departments and programs generally follow a five-year cycle. ROTC units are evaluated on a regular schedule by their respective commands.

For academic departments, the program review will occur in the following two phases.

Phase I: Internal Review: The department's annual reports for the years following their last program review will be reviewed by the APRC to assure conformance with assessment standards for reporting and action and to evaluate responsiveness to issues raised in the previous review. The APRC will complete the review and prepare a report summarizing their findings for each scheduled department by 1 October of the academic year of review.

Phase II: External Review: The department's annual reports and the APRC summary report will form the foundation for a review to be conducted by an external review committee. Other documents may be compiled in response to specific departmental circumstances and requirements of accrediting agencies. The composition of the external review committee and the visit schedule will be determined through discussion between the department head and the Dean. Generally, no more than one member of the review team should have conducted a prior review of the program. The reviewers should visit the Post at the same time and should submit a joint report.

Off-Site Visits: Sometime during the five years between its external reviews, a department will send a team composed of two or three faculty members to visit a college or university from which they could gain some valuable insights for further developing and/or improving their own program. The department will develop appropriate objectives for the visit. In the subsequent

annual report the department head will state those objectives as well as any plans resulting from the visit.

For academic support programs, the review will occur in two phases. When appropriate, the review will be conducted in accordance with the current edition of the *Book of Professional Standards for Higher Education* and the appropriate version of the *Self-Assessment Guide*, published by the Council for the Advancement of Standards in Higher Education (www.cas.edu). For many programs CAS has developed guidelines for conducting program reviews that are based on the *Professional Standards*.

Phase I: Internal Review: The program's annual reports for the years following their last program review and other documents that may be compiled in response to specific program circumstances will be reviewed by an internal committee comprising the various constituencies served by the program, including representatives from the administration, faculty, and the Corps of Cadets, as well as representatives from the programs themselves. The committee will complete the review and prepare a report summarizing their findings by 1 October of the academic year of review.

Phase II: External Review: The program's annual reports and report from the internal review will form the foundation for a review to be conducted by external experts. The composition of the external review committee will be agreed upon by the director of the program, the chair of the internal review committee, and the Dean. Generally, no more than one member of the review team should have conducted a prior review of the program. The reviewers should visit the Post at the same time and should submit a joint report.

Academic Year	Academic Departments APRC & External Review	Support Programs Internal & External Review
2009-10	Math Physics & Astronomy Chemistry Economics & Business (AACSB)	Preston Library Registrar Undergraduate Research
2010-11	Biology History Physical Education	Miller Academic Center
2011-12	Computer Science (ABET) Mechanical Engrg (ABET) Electrical & Computer Engrg (ABET) Civil & Environmental Engrg (ABET)	Assessment & Institutional Research Core Curriculum (SACS)
2012-13	English & Fine Arts International Studies & Political Science	Writing Program Honors Program
2013-14	Modern Languages & Cultures Psychology & Philosophy	Academic Advising
**2014-15	Math Physics & Astronomy Chemistry Economics & Business (AACSB)	Preston Library Undergraduate Research
2015-16	Biology History Physical Education	Miller Academic Center Registrar
2016-17	English & Fine Arts International Studies & Political Science	Writing Program Assessment & Institutional Research Core Curriculum (SACS)
2017-18	Computer Science (ABET) Mechanical Engrg (ABET) Electrical & Computer Engrg (ABET) Civil & Environmental Engrg (ABET)	Honors Program
2018-19	Modern Languages & Cultures Psychology & Philosophy	Academic Advising

2019-20	Psychology & Philosophy Math Physics & Astronomy Chemistry Economics & Business (AACSB)	Preston Library Registrar Undergraduate Research
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**Effective with those departments scheduled for an external review in 2014-2015, an off-site visit to a peer institution sometime during the five years between external reviews is required. A department scheduled for an external review in 2014-15, for example, will need to have visited a peer institution before submitting its plan for external review on June 1, 2014.