<u>Draft Timeline/Process for Bryan School Academic Portfolio Review</u>

The University of North Carolina Greensboro is in the process of an Academic Portfolio Review of all academic programs.

The ACADEMIC PORTFOLIO REVIEW & TIMELINE can be found at:
https://provost.uncg.edu/uncg-academic-portfolio-review-timeline/

The purpose of a portfolio review process is to assess each program effectively in a manner that helps inform decisions for adapting our academic portfolio in the context of the financial and workforce conditions we face and the mission of UNCG. Each academic degree program will be assessed, and a range of possibilities will be considered, including discontinuation, reduction, maintenance, and investment for those programs positioned for future expansion. An important component of such assessment is the availability of data reflecting program strength, productivity, operating costs, and other factors deemed relevant.

We have been asked to provide a tentative plan for the Bryan School to navigate and make decisions related to the Academic Review. The School review period is September 18, 2023, to December 15, 2023.

The Bryan School will enlist the following tentative plan to navigate and make decisions related to the Academic Portfolio Review. The Bryan School Leadership Committee (dean, associate and assistant dean, department heads, undergraduate program director, and faculty executive committee Chair) will serve as the School's Portfolio Review Task Force.

Description	Time Frame	Responsibility	Notes/Comments
Phase 1: School Level Review			
PHASE 1a Begin Review	9/18/2023 – 10/2/2023		
Bryan Leadership Committee (BLC) receives rubric, metrics, and data and begins review. Each academic program will be assessed, and a range of possibilities will be considered, including discontinuation, reduction, maintenance, and investment for those programs positioned for future expansion. The evaluations will include the following categorizations/scores: *Exceeds Expectations (4), Meets Expectations (3), Approaching Expectations (2), Needs Examination (1)*. **Outcome:** Based on the data, complete the rubrics, and conduct an initial examination of programs based upon agreed the upon classifications. Determine if additional information is needed.	9/18/2023 – 10/2/2023	BLC & Dean	All committee members review data, ask questions. Each department head is responsible for reviewing all their program data and identifying any issues with, or questions about, data. We can address questions as they come up. <u>We will use the BLC meeting scheduled for 10/2/23 to address the data and initial ratings.</u> We ask that each member come with their initial evaluation of <u>every</u> program based on the data. During the process we expect that people may identify issues with the data and uncover questions about specific programs. That is okay and expected. Make your very best effort and write down your data concerns and questions by program.
PHASE 1b Review, Clarification (if necessary), and Initial Classification	10/3/2023-10/16/2023	Bryan Leadership Committee and others as needed (Graduate Program Directors, Faculty & Institutional Research) for clarification.	

If additional information is needed the BLC will enlist assistance from the department heads and/or graduate program directors or Office of Institutional Research and Enterprise Data Management (https://ire.uncg.edu/). During this period the BLC will continue to meet to review data and develop initial recommendations. **Outcome:** Solicit additional information; continue review.		Bryan Leadership Committee	
The department head and/or program directors and/or Office of Institutional Research will be engaged in providing additional information to assist with questions raised upon initial review. At this time Heads and/or program directors may elect to create an *ad hoc* committee consisting of faculty in the department/unit to assist with this work and in preparation for Phase 2. **Outcome:** Departmental *ad hoc* committee formed if desired; additional information compiled.	10/3/2023-10/16/2023	Department head and program faculty with possible assistance from the Office of Institutional Research and Enterprise Data Management (https://ire.uncg.edu/).	Probably need to have meeting on calendar for BLC for 10/16/2023 to make final recommendations.
Additional feedback provided to the BLC (if necessary)	10/17/2023 -10/20/2023	Head and Program Faculty	If we have additional questions, then this gives us a few days to seek clarification before sending departments the recommendations.
BLC makes initial program-level classification recommendations to the departments/programs. The program-level classifications will be shared only within the academic units to the departments and programs identified as being candidates for *Needs Examination.* This additional review could include the surfacing of additional information, such as more	10/20/2023	Bryan Leadership Committee	

qualitative and contextual information deemed important to understanding the program's health and viability. **Outcome:** Agreement on initial recommendations; inform programs of preliminary classification and opportunity to provide additional information.			
PHASE 2a: Programs being categorized as *Needs Examination* **compile and submit additional information using the *Contextual Data* document.**	10/20/2023-11/10/2023		
Unit Level Response We will ask the department head and/or program director to take the leadership role to respond to any initial recommendations from Phase 1, in collaboration with the departmental *ad hoc* response committee. The department head and/or program director will share the initial evaluations, and additional information/questions from Phase 1 with all applicable faculty. Programs must work with Dean's office to submit the *Contextual Data* document. At this time, department heads and/or program directors are strongly encouraged to create an *ad hoc* committee consisting of their graduate program directors, directors of undergraduate study, and all faculty who are affiliated with the program and/or degree in the discussion and consideration. **Outcome:** Departmental *ad hoc* committee prepares response including Contextual Data document and		Department head and program faculty	This gives programs three weeks to respond, we could try to give them more time, but the department head is already involved so they will know which programs, if any, will likely show up on this list. The earlier process is also supposed to involve the department head and program directors in resolving issues and asking questions about the data so those questions should be resolved when this phase starts.

additional supplementary information for Executive Review Committee.			
PHASE 2b: Consideration of new data presented; School-level recommendations finalized			
Responses from units are due to BLC.	11/10/2023	Department head	
The BLC reviews additional data and information provided from individual programs and other sources (e.g., Institutional Research, Enterprise Data Management) as necessary and provides feedback to the dean regarding whether earlier classification recommendations should be modified. **Outcome**: New information will be considered, and classifications modified if appropriate. Final BLC recommendations determined.	11/13/2023- 12/11/2023	Bryan Leadership Committee	Use Existing BLC Meeting on November 13th to review department responses. Committee would use this month to reconsider evaluations and work with departments to clarify or strengthen responses.
The BLC will discuss any clarifications that were provided based on the previous discussions and determine if the classification recommendations remain the same or should be modified. **Outcome:** BLC and the dean determine final School recommendations**.**	12/11/2023	Bryan Leadership Committee	Use existing BLC on December 11th to finalize recommendations.
Final Recommendations to the Dean **Outcome:** If there are any programs that are recommended to be modified or discontinued, the Dean will then submit recommendations to the Provost.	12/11/2023 – 1/3/2024	Dean	