

Timeline/Process for School of Health and Human Sciences Academic Program Review 2023-2024  
(Revised 10.12.2023)

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

The ACADEMIC PROGRAM 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 School of HHS to navigate and make decisions related to the Academic Review. The school review period is September 18, 2023, to December 15, 2023.

The School of Health and Human Sciences will enlist the following tentative plan to navigate and make decisions related to the Academic Program Review. The HHS Executive Review Committee will be comprised of the HHS executive leadership team (associate and assistant deans, department chairs/directors). The HHS Executive Review Teams are assigned subgroups of the HHS Executive Review Committee who will review programs submissions.

Description	Time Frame	Responsibility	Notes/Comments
<b><u>PRE-REVIEW PHASE</u></b>	9/28/2023 - 10/5/2023	Executive Review Committee & Dean	Agree upon criteria for programs required to provide additional information
<b><u>PHASE 1a Begin Review</u></b>			
HHS Executive Review Committee 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: <i>Exceeds Expectations (4), Meets Expectations (3), Approaching Expectations (2), Needs Examination (1)</i> .  <b>Outcome:</b> Determine if additional information is needed.	<del>9/18/2023—9/28/2023</del>  10/6/2023-10/11/2023	Executive Review Committee & Dean	Chairs and program faculty will need to identify any inaccuracies for the Executive Review Committee & Dean Review in Chairs' Council on 10/12
<b><u>PHASE 1b Review, Clarification (if necessary), and Initial Classification</u></b>			
Review data/clarifications and agree which programs will be classified as needing additional information.	<del>9/29/2023—10/12/2023</del>  10/12/2023	Executive Review Committee, Dean, Chairs, and Program Faculty	*If inaccurate data are identified in PHASE 1a, the program will need to develop a formal response during the Phase 2 and determine if IRE can correct data or if a response will suffice.
<b><u>PHASE 2a.1.: Programs being categorized as Needs Examination or Approaching Expectations compile and submit additional information using the Contextual Data document.</u></b>			

<p>If additional information is needed the HHS Executive Review Teams will enlist assistance from the chairs and/or program directors or Office of Institutional Research and Enterprise Data Management (<a href="https://ire.uncg.edu/">https://ire.uncg.edu/</a>).</p> <p>The chair 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.</p> <p>The Contextual Data Document Statement can be submitted earlier than the November 2 deadline. A succinct reply (when appropriate) is recommended particularly if it answers a question that is tied to a data error or clarification versus a response where a more comprehensive approach is warranted.</p> <p><b>Outcome:</b> Obtain data necessary to provide context.</p>	<p><del>9/29/2023-</del> <del>10/12/2023</del></p> <p>10/13/2023- <del>10/27/2023</del> <b>11/2/2023</b></p>	<p>Chair and Program Faculty with possible assistance from the Office of Institutional Research and Enterprise Data Management (<a href="https://ire.uncg.edu/">https://ire.uncg.edu/</a>).</p>	
<p><b><u>PHASE 2a.2. (OPTIONAL):</u> Programs being categorized as <i>Meets or Exceeds Expectations</i> may submit a <b>Contextual Data document</b> to highlight areas of strengths, challenges, and opportunities.</b></p>	<p>10/13/2023- <del>10/27/2023</del> <b>11/27/2023</b></p>	<p>Chair and Program Faculty</p>	<p>The optional phase allows programs to demonstrate why investments can be made to strengthen, maintain, and/or grow the program.</p>
<p><b>PHASE 2.a.1. and 2.a.2. SUBMISSION:</b></p>			
<p>Contextual Data Document and/or additional feedback provided to the Executive Review Committee (if necessary)</p> <p><b>Outcome:</b> Initial Draft of Contextual Data Document is due.</p>	<p><del>10/27/2023</del> <b>11/2/2023</b></p>	<p>Chair and Program Faculty</p>	<p><u>Consider this a first draft.</u> The rationale is to provide an initial overview to the review committee and receive feedback. This is voluntary. <b>Programs may elect to wait until November 27<sup>th</sup> for a complete submission.</b></p>

HHS Executive Review Teams will confirm if more context is needed from programs for Phase 2b.  <b>Outcome:</b> Consensus on response to classifications and decision on which programs should or should not proceed to Phase 2b.	<del>11/2/23</del> <b>11/9/2023</b>	HHS Executive Review Teams & Dean	
<b><u>PHASE 2b: Consideration of new data presented; School-level recommendations finalized</u></b>			
Response from units due back to HHS Executive Review Teams	<b>11/27/2023</b>	Chair and Program Faculty	
The HHS Executive Review Teams reviews additional data and information provided from individual programs and other sources (e.g., Institutional Research, Enterprise Data Management) if necessary and provides feedback to the dean regarding whether existing recommendations should be modified based upon agreed upon classifications. <b>Outcome:</b> New information considered and classifications modified if appropriate. Final HHS Executive Review Teams recommendations determined.	<b>11/27/2023-12/14/2023</b>	HHS Executive Review Teams	
Review Team finalizes Strength-Opportunities-Challenges (SOC) analysis and emails chair the report and additional questions to seek clarification or confirm to chair that there are no further questions. Review Teams shares document with the Executive committee on <b>12/5/2023</b> for review before the <b>12/7/2023 meeting</b> .	<b>11/27/2023-12/5/2023</b>	HHS Executive Review Teams	
<del>Chairs present their written responses at Executive Review Committee Meeting</del>	<del><b>12/7/2023</b></del>	<del>Executive Review Committee</del>	

	<b>12/5/2023- 12/6/2023</b>	Review Teams	
Chairs' responses and then summary/recommendation statements discussed at Executive Review Committee Meeting	12/7/2023	HHS Executive Review Teams (Sans Dean)	
The HHS Executive Review Teams will present recommendations and provide feedback to the Dean. <b>Outcome:</b> HHS Executive Review Teams will present recommendations and provide feedback to the Dean.	<b>12/14/2023</b>	HHS Executive Review Teams	
<b>Phase 3</b>			
Final Recommendations to the Dean <b>Outcome:</b> The Dean will submit recommendations to the Provost.	12/15/2023 – 1/3/2024	Dean	
Submit Recommendations to the Provost	1/8/2024	Dean	

