Academic Productivity Review

Report due to IHL (if applicable): August 31st (or first workday after the 31st when it falls on a weekend)
Template: Academic Productivity Review (Appendix 5a)
File Type to Submit to IHL: PDF format with signatures

First annual report due to IHL (if applicable): December 1st of the next academic year
Template: 1st Annual Report for an Academic Degree Program Under Stipulation (new form)
File Type to Submit to IHL: PDF of report/memo with signatures

Institutional Exemption Requests: August 31st (or first workday after the 31st when it falls on a weekend)
Template: Request for Degree to be Exempted from Academic Productivity Review (Appendix 5b)
File Type to Submit to IHL: PDF format with signatures

Corresponding Board Policies: 501, 502, 503, 504, and 505

The Board reviews the productivity of academic programs in order to ensure effective use of State resources, reduce unnecessary academic program duplication among universities, and eliminate unproductive programs. Academic Productivity Review (APR) is triggered by the insufficiency of graduation rates as below:

- Baccalaureate Level – Graduation of eighteen (18) students over a three-year period;

- Master's Level – Graduation of twelve (12) students over a three-year period;

- Specialist's Level – Graduation of five (5) students over a three-year period; and

- Doctorate Level – Graduation of five (5) students over a three-year period.

If the program does not meet the rates above, the program will be automatically placed on stipulation and will be deleted from the API unless the university submits an *Academic Productivity Review* proposal which provides a sufficient justification and corrective action plan and meets the standard within two (2) years.

New baccalaureate degree programs shall have seven (7) years to meet the graduation rate. Master's and specialist's degree programs shall have five (5) years to meet the graduation rates. Doctorate programs shall have six (6) years to meet graduation rate.

Global Exemptions

For degree programs that offer more than one degree option at the same level, the Office of Academic and Student Affairs (OASA) will aggregate data for all options at that level (e.g., BA/BS, MA/MFA, or EdD/PhD) before quantitative standards for productivity are applied. Baccalaureate degree programs with two-digit CIP codes 16, 23, 26, 27, 40, and 54 will be exempted from graduation of eighteen students over a three-year period as these degree programs offer courses essential to completion of the general education core.

Institutional Exemptions

A program may be exempted from the low-yield designation if it meets any of the following criteria. The program:

a) Is central to the educational or research mission of the institution vested in the program;
b) Meets a demonstrated workforce or service need of the state or geographical region served by the institution, including any projected future needs of the state or region;
c) Demonstrates an increase in student demand through a pattern of increasing enrollment of majors;
d) Demonstrates productivity in the receipt of external grants and contracts related to the program;
e) Supports underrepresented student or community groups; or
f) Meets other criteria as defined by the institution.

Programs that are approved for Institutional Exemption will be reviewed on a ten-year cycle. The chart identifying review years will be maintained by the Office of Academic and Student Affairs. OASA will notify the university in March if the program is on schedule for a ten-year cycle review.

Process

1. OASA will begin the annual APR in January. Any program not meeting the standards for student demand triggers a further review.

2. OASA will notify the university in March of any program not meeting the standards for student demand. OASA also will notify the university in March of any institutionally exempted program that is scheduled for a ten-year cycle review.

3. By August 31st, the university shall submit to OASA an electronic, signed PDF copy of the ***Academic Productivity Review*** proposal for each program not meeting the standards for student demand, the ***Modifications to an Existing Degree Program*** proposal in order to consolidate, suspend, or delete the degree program*, or a **Request for Degree to be Exempted from Academic Productivity Review***.

4. The submissions will be evaluated by OASA.

5. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the institution's submissions in September. The recommendation may include:

   a. Continuing the degree program without stipulations;

   b. Continuing the degree program for a two-year period with stipulations* including completion of an annual report of progress towards productive status;

   c. Deleting the degree program; or

   d. Approving the degree program for Institutional Exemption.

6. The Board of Trustees will act upon any Associate Commissioner of Academic and Student Affairs' recommendations on the <u>Regular or Consent Agenda</u> at the October meeting.

*For programs under stipulation, annual reports are due by December 1 in the academic year <u>following action by the Board</u> (i.e., if the Board approves continuing the program with stipulations in October, then the first annual report is due December 1 of the next year).

Process

1. By December 1 in the academic year following the action by the Board, the university shall submit to OASA an electronic, signed PDF copy of the ***First Annual Report for an Academic Degree Program Under Stipulation***. This report is intended to provide an annual report of progress towards productive status.