Chapter Six
Program Review

Introduction

This chapter provides an overview of the Program Review process, which occurs during Year Five of the accreditation cycle. Program Review provides the Commission and the Institutional Review Team with evidence that an institution is consistently meeting program standards. Once programs have submitted full narrative responses to standards with supporting documentation during Initial Program Review (IPR) and are approved, programs will not be required to submit full narrative responses to standards again, unless it is determined that there is inadequate evidence to demonstrate implementation and it is determined that a full review of the standards is needed. The program documents enumerated below provide the required information for the initial review in Year Five. If the review team determines that additional narrative or documentation is needed, the institution will be able to provide it prior to the site visit. Programs transitioning to new standards should refer to section IV of this chapter.

I. Purposes of Program Review

Trained reviewers from the Commission's Board of Institutional Review (BIR) will review the program submission during Year Five of the seven-year accreditation cycle along with annual program data and analysis, and provide a Preliminary Report of Findings on the alignment of program activities with Program Standards. The BIR will review the submission only one time and provide feedback to the institution, which may choose, or in some cases be required, to provide a Program Review addendum for additional review 60 days prior to the site visit by the site visit team. BIR members will review the Common Standards concurrently with Program Standards and in some cases will refer to the evidence presented for Program Review during the review of the Common Standards Submission. The Preliminary Report of Findings along with the Program Review addendum forms the basis of the BIR team's review of the program's implementation in Year Six during the accreditation site visit to determine the degree to which Program Standards are met. Program Review is not a single source of information. Data available in the data warehouse, such as survey data and assessment data, and data submitted by the institution annually, such as enrollment and completion data will be critical components used by the BIR members in understanding the program.

II. Program Review Submission

A Program Review submission is required for each Commission-approved educator preparation program offered by the institution. Program Review submission dates will be determined by the Administrator of Accreditation. Each section of Program Review is outlined below. The submission guidelines are subject to change as deemed appropriate by the Committee on Accreditation.

Differentiated instructions for both preliminary and second tier induction programs can be found at the Commission's Accreditation webpage.

Program Description

The program description is a clear and brief description providing context for the evidence being submitted during Program Review. This section might provide information as to whether courses are taken as a cohort, can be taken out of order, or other pertinent information that provides a clear picture of how the program is designed. The guiding philosophies for the program or specific mission should be included. The Program Description is not to exceed 500 words.

The program description should also include a table showing delivery models and other options/pathways available at each location (if more than one).

Organizational Structure

This section requires a graphic to demonstrate how the program leadership and faculty/staff are organized within the program and how the program fits into the education unit, including faculty serving in non-teaching roles, including the roles and responsibilities of those involved in mentoring and/or supervision of candidates in field placement aspects of the program. The graphic should depict the chain of authority and include individuals up to the dean or superintendent level.

Faculty/Mentor and Professional Development Personnel Qualifications

This section requires institutions to provide information on the qualifications of faculty and instructional personnel. Requirements include a table that provides an overview of faculty and/or mentors, coaches and professional development personnel. The table should include the number of full time, part time, adjunct, and retired annuitants. Vacancies should also be noted.

Preliminary Programs are required to submit a current annotated faculty and/or instructional personnel list. The list will denote faculty name, degree, status (full time, part-time, retiree), and list of courses he/she teaches. Links to all courses and most recent syllabus should be provided for each faculty member listed. Induction programs submit similar information for mentors and professional development providers. *Complete instructions and required templates for both preliminary and induction programs can be found at the Commission's [Program Review Webpage](#).*

Course/Program Sequence

This section requires institutions to provide a link to clear information about the sequence in which candidates take courses or complete the program. Program sequence should be provided for each pathway or model.

Course Matrix (applies to preliminary programs only)

Each preliminary program must provide a course matrix denoting the introduction, opportunities to practice, and candidate assessment for each of the competencies for that credential. Required course matrix templates can be found on the Commission's Program Review webpage. These templates provide the candidate competencies for each program and must be used.

Fieldwork and Clinical Practice

This section requires institutions to provide specific evidence of meeting the requirements of fieldwork and clinical practice as described in the Commission standards for that program. Complete information and required templates regarding specific submission requirements for both preliminary and induction programs can be found on the Commission's Program Review webpage.

Credential Recommendation

This section requires a brief description of the program's process to ensure that only qualified candidates are recommended for the credential. This section should include a link to the program's candidate progress monitoring document or other tracking tool used to verify that candidate has met all requirements for the program prior to recommendation.

For required exhibits and guidance, differentiated instructions for Program Review submission can be found on the Commission's Program Review webpage.

III. Review of Program Review Submission

The Program Review submission will be reviewed by trained members of the Board of Institutional Review (BIR) who have expertise in each program area. The reviewers will also have access to the institution's portion of the data warehouse, such as survey and assessment data, and data submitted by the institution annually, such as enrollment and completion data. Reviewers will be looking for the following:

- Does the narrative provide a brief description that provides the context for the review team?
- Does the implementation, as provided through evidence, meet the standard? That is does the evidence demonstrate **how** the institution meets the standard?
- Does the evidence provided demonstrate that the institution is consistently meeting Program Standards? That is, does the submission include links to the organizational structure, faculty qualifications, course sequence, course syllabi, and other exhibits as required? Furthermore, does the evidence link to the assessments used to ensure that candidates develop the required knowledge and skill?
- What is the evidence that a program gathers from each candidate to demonstrate competency or completion of the program and by what means is that evidence judged?

Program Review submissions are reviewed to determine if the standard is preliminarily aligned or if more information is needed. If more information is needed, reviewers clearly specify what additional information is needed and how it relates to one of the points above. The program provides an Addendum to Program Review for the team during the site visit.

The Program Review submission is reviewed only one time by the BIR team. BIR team feedback will be sent by Commission staff to the institution in a Preliminary Report of Findings that will be required as part of the preparation for the site visit in Year Six. Once the institution has received the Preliminary Report of Findings, it has the option to provide a Program Review addendum 60 days prior to the site visit for additional review by the site visit team that addresses any areas needing further information. However, depending on the findings of the program review team, the Commission may require an institution to submit an addendum 60 days prior to the site visit. The Preliminary Report of Findings along with the Program Review Addendum, provides a basis for the BIR team's review of the program's implementation in Year Six during the accreditation site visit.

If the reviewers determine that there is inadequate evidence to understand program implementation and conclude that a full program review is needed, the Administrator of Accreditation may assign an additional member to the site visit team who can focus exclusively on that program. This constitutes an extraordinary activity and cost recovery fees of $1000 per additional member will be assessed to the institution.

The site visit team makes all decisions to determine the degree to which Program Standards are met and makes an accreditation recommendation to the COA, who then determines accreditation status.

The format of the feedback will provide information regarding each program standard, using a form similar to the one below:

Program Review
Preliminary Report of Findings

Status	Standard
More Information Needed OR	**Standard 1: Program Design** ***Questions, Comments, Additional Information Needed***: Identify the areas that did not have sufficient evidence, the parts of the standard where it was not clear "HOW" the program aligns with the standards, or what additional documentation needs to be made available at the site visit.
Preliminarily Aligned	**Program Standard 2: Communication and Collaboration** ***Questions, Comments, Additional Information Needed*** Identify any evidence to be reviewed at the site visit
	Row inserted for each program standard

Additional Information

Please see the [Program Review webpage] on the Commission website for additional information. Those who are preparing Program Review submissions may also contact their [Cohort Consultant] for technical assistance.

IV. Programs that are Transitioning to New Program Standards

Programs that are transitioning to newly adopted standards in the year that Program Review is due may, instead, submit a transition plan outlining how and when the program will transition to the new Program Standards. This transition plan template will be provided by the Commission.

Programs that plan to transition to the new standards the year after the Program Review submission is completed must submit updated evidence and links of their program documents.